This is a reproduction of a library book that was digitized by Google as part of an ongoing effort to preserve the information in books and make it universally accessible.

Google™ books

https://books.google.com

29562:42
U Trum Lib.

AIR MINISTRY

AIR PUBLICATION 958

THE

KING'S REGULATIONS AND AIR COUNCIL INSTRUCTIONS

FOR THE

ROYAL AIR FORCE

WITH APPENDICES AND INDEX

1944

Annual Reprint of 1928 (2nd) Edition
embodying Amendments promulgated
in Amendment Lists Nos. 1–134

LONDON
HIS MAJESTY'S STATIONERY OFFICE
Price 7s. 6d. net

Digitized by Google

THE LIBRARY

CLASS 358.4
BOOK G798

Digitized by Google

Digitized by Google

Digitized by Google

st. Brit.

AIR MINISTRY

AIR PUBLICATION 958

THE KING'S REGULATIONS AND AIR COUNCIL INSTRUCTIONS FOR THE ROYAL AIR FORCE

WITH APPENDICES AND INDEX

1944

Annual Reprint of 1928 (2nd) Edition
embodying Amendments promulgated
in Amendment Lists Nos. 1–134

Crown Copyright Reserved

LONDON
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE
To be purchased directly from H.M. STATIONERY OFFICE at the following addresses:
York House, Kingsway, London, W.C.2; 13a Castle Street, Edinburgh, 2;
39-41 King Street, Manchester, 2; 1 St. Andrew's Crescent, Cardiff;
80 Chichester Street, Belfast;
or through any bookseller

1944

Price 7s. 6d. net

(Amendments to this publication may be purchased separately as issued or by Annual Subscription, 2s. 0d. net including postage.)

Digitized by Google

The amendments promulgated in the undermentioned Amendment Lists have been noted in the text of this publication.

Amendment List.		Amendments noted by	Date
Number.	Date.		
1 to 134 ..	——	(Incorporated)	——

Digitized by Google

HIS MAJESTY has been graciously pleased to approve the issue of the "King's Regulations and Air Council Instructions for the Royal Air Force" contained in this Volume, and to command that they be strictly observed on all occasions.

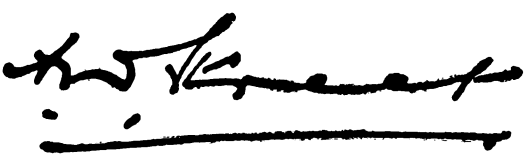
Air or other officers commanding, and commanding officers, will be held responsible that these regulations are observed by officers and airmen under their command, and that any local instructions or orders that may be issued are not inconsistent with the regulations here laid down.

No departure whatever from the terms of any regulations affecting pay, retired pay, gratuities, pensions, allowances or issues in kind, will be allowed without the authority of the Air Council.

Subject to the rule laid down in the preceding paragraph, cases for which these regulations do not provide precisely or sufficiently will be dealt with in conformity with their spirit and intention.

Should questions arise as to the correct interpretation of the regulations and instructions, the final decision will rest with the Air Council.

By command of the Air Council,



AIR MINISTRY
October, 1944.

1094789

Digitized by Google

Digitized by Google

CONTENTS.

Chapter.	Subject.	Page.
	EXPLANATION OF TERMS	xi
	ABBREVIATIONS	xvi
I.	INTRODUCTION	1
II.	ORGANISATION OF THE R.A.F.	4
III.	GENERAL INSTRUCTIONS FOR OFFICERS—	
	Section I.—*Instructions for Commanders*	8
	„ II.—*Instructions for Officers Generally*	26
	„ III.—*Instructions relating to Particular Branches of the Service*	28
IV.	COMMAND, RELATIVE RANK AND PRECEDENCE	31
V.	CEREMONIAL—	
	Section I.—*Compliments to be Paid*	48
	„ II.—*Service Funerals*	59
VI.	UNIFORM—	
	Section I.—*General*	62
	„ II.—*Dresses and the Occasions on which they are to be Worn*	66
	„ III.—*Manner of Wearing Orders, Decorations and Medals*	68
VII.	ORDERS, DECORATIONS, MEDALS AND OTHER DISTINCTIONS—	
	Section I.—*Award*	81
	„ II.—*Custody, Loss, Replacement and Disposal*	87
	„ III.—*Forfeiture and Restoration*	91
	„ IV.—*Pensions, Annuities and Gratuities*	93
VIII.	APPOINTMENT, CONFIRMATION, POSTING, ATTACHMENT, SECONDMENT AND PROMOTION OF OFFICERS	95
IX.	TRAINING AND EDUCATION GENERALLY—	
	Section I.—*Training of Officers*	123
	„ II.—*Training of Airmen*	132
	„ III.—*Language Study*	137
	„ IV.—*Education Generally*	153
	„ V.—*Physical Training*	170
X.	AIRMEN—ENTRY, ADVANCEMENT, REDUCTION, DRAFTING, ENGAGEMENTS, DISCHARGE AND TRANSFER TO THE RESERVE—	
	Section I.—*Entry of Recruits*	175
	„ II.—*Classification, Mustering, Promotion, Reduction, Appointment and Reversion*	179
	„ III.—*Trade Tests for Airmen*	215
	„ IV.—*Drafting, Posting and Attachment*	215
	„ V.—*Extension of Service, Prolongation of Engagement, Re-engagement and Continuance in the Service: Forfeiture and Restoration of Service towards Engagements*	219
	„ VI.—*Deleted*	
	„ VII.—*Purchase of Discharge*	226
	„ VIII.—*Discharge and Transfer to the Reserve*	231

Digitized by Google

Chapter.	Subject.	Page.
XI.	REGULATIONS RELATING TO THE MAINTENANCE, INSPECTION AND TESTING OF AIRCRAFT—	
Section I.	*Maintenance Orders, etc., Responsibilities and Duties*	262
,, II.	*Modifications and Inspections*	264
,, III.	*Boards of Survey, Reconditioning, Overhauls and Repairs*	266
,, IV.	*Testing of Aircraft and Engines*	272
XII.	REGULATIONS RELATING TO FLYING—	
Section I.	*General*	274
,, II.	*Regulations to ensure the Safety of Personnel*	275
,, III.	*Special Instructions in regard to Cross-Country Flights*	284
,, IV.	*Regulations relating to Flying Accidents and Forced Landings*	295
,, V.	*Rules of the Air*	301
,, VI.	*Regulations relating to Air Navigation*	304
,, VII.	*Regulations relating to Signals*	306
,, VIII.	*Regulations relating to Armament*	306
,, IX.	*Regulations relating to Parachutes and Dinghies*	308
,, X.	*Regulations relating to Log Books*	308
,, XI.	*Miscellaneous Flying Regulations*	310
,, XII.	*Regulations governing Qualification as Pilot*	323
,, XIII.	*Regulations governing the Award to Pilots of the Qualification "Flying Instructor"*	325
,, XIV.	*Regulations governing the Award of the Observer's Badge*	325
,, XV.	*Regulations governing the Award of the Air Gunner's Badge*	325
XIII.	GENERAL DUTIES AND MISCELLANEOUS PROVISIONS—	
Section I.	*Daily Duties*	326
,, II.	*Divine Service and Religious Ministrations*	333
,, III.	*Duties of the Royal Air Force in aid of the Civil Power*	338
,, IV.	*Miscellaneous Regulations*	339
XIV.	MOVEMENTS OF AIR FORCES—	
Section I.	*General*	364
,, II.	*Applications for Passages*	375
,, III.	*Preliminary Arrangements for Movements to and from Abroad and between Stations Abroad*	378
,, IV.	*Homeward Voyages*	388
,, V.	*Embarkation*	390
,, VI.	*Duties on Board Ship*	398
,, VII.	*Messing and Canteens on Board Ship*	412
,, VIII.	*Disembarkation*	414
XV.	DISCIPLINE—	
Section I.	*General*	418
,, II.	*Arrest and Custody (before Sentence)*	438
,, III.	*Investigation and Disposal of Charges*	443
,, IV.	*Summary and Minor Punishments*	448
,, V.	*Procedure in Cases of Absence, Desertion and Offences against Enlistment*	458
,, VI.	*Award, Forfeiture, Deprivation and Restoration of Good Conduct Badges*	468
,, VII.	*Disposal of Air Force Convicts and Persons under Sentence; Prisons, Detention Barracks and Service Detention Rooms*	474
XVI.	COURTS MARTIAL—	
Section I.	*General*	488
,, II.	*Summary of Evidence and Charges*	496
,, III.	*Award of Sentences and Disposal of Proceedings*	500

Digitized by Google

Chapter.	Subject.	Page.
XVII.—Courts of Inquiry, Boards and Committees—		
Section I.	*Courts of Inquiry*	508
,, II.	*Boards and Committees*	526
XVIII.—Leave of Absence and Passes—		
Section I.	*Officers*	528
,, II.	*Airmen*	538
XIX.—Medical and Dental—		
Section I.	*General*	548
,, II.	*Medical Boards and Examinations*	551
,, III.	*Duties of Medical Officers*	567
,, IV.	*Medical Attendance and Treatment*	577
,, V.	*Civilian Medical Practitioners*	592
,, VI.	*Dental Services and Treatment*	597
,, VII.	*Sick Quarters and Hospitals*	609
,, VIII.	*Medical and Dental Stores*	621
,, IX.	*Regulations for the Supply of Artificial Limbs, Eyes and Surgical Appliances*	623
XX.—Messes—		
Section I.	*Officers' Messes*	629
,, II.	*Sergeants' Messes*	638
,, III.	*Airmen's Messes*	645
XXI.	Service Institutes	648
XXII.	Allotment and Occupation of Quarters	665
XXIII.—Works Services and Precautions against Fire—		
Section I.	*Works Services Generally*	677
,, II.	*Buildings and Plant*	679
,, III.	*Fire Precautions*	694
XXIV.—Billeting, Hirings and Lands—		
Section I.	*Billeting*	700
,, II.	*Hirings to Supplement Barrack Accommodation*	703
,, III.	*Lands*	706
XXV.—Mechanical Transport and Marine Craft —		
Section I.	*General*	707
,, II.	*Service Transport Accidents*	715
,, III.	*Service M.T. Vehicles*	720
,, IV.	*Marine Craft*	730
XXVI.	Civil Aviation	741
XXVII.	Music Services	748
XXVIII.	*Deleted.*	
XXIX.—Airmen's Documents and Records—		
Section I.	*General*	755
,, II.	*The Certificate of Service*	766
,, III.	*Conduct Sheets*	777
,, IV.	*Medical History Envelopes*	782

Digitized by Google

Chapter.	Subject.	Page.
XXX.	CORRESPONDENCE, PUBLICATIONS, RECORDS, MAPS, STATIONERY—	
Section I.	*Correspondence and Office Instructions*	785
,, II.	*Private Correspondence of Officers and Airmen; Postal Arrangements Generally*	789
,, III.	*Secret and Confidential Publications and Documents, and Publications for Official Use Only*	791
,, IV.	*Safes, etc.*	798
,, V.	*Maps and Charts*	800
,, VI.	*Stationery, Forms and Publications; Office Machines*	804
,, VII.	*Reports of Casualties to Personnel*	812
,, VIII.	*Officers' Records*	820
,, IX.	*Service Books, Accounts and Documents to be kept by Units; Books to be kept by Officers and Airmen*	825
,, X.	*Registration of Marriages, Births and Deaths* ..	830
,, XI.	*Parliamentary Representation*	834
XXXI.	R.A.F. EQUIPMENT AND THE CONVEYANCE OF MATERIAL—	
Section I.	*R.A.F. Equipment*	835
,, II.	*Conveyance of Material by Land and Sea* ..	843
XXXII.	CLOTHING, CLOTHING ALLOWANCE, KIT ALLOWANCE, ACCOUTREMENTS, ARMS, KITS AND EFFECTS—	
Section I.	*Clothing Generally*	886
,, II.	*Quarterly Clothing Allowance (including Kit Allowance)*	905
,, III.	*Disposal of Effects*	910
XXXIII.	COMPENSATION FOR LOSSES	916
XXXIV.	RATIONS, RATION ALLOWANCES, FUEL AND LIGHT—	
Section I.	*Rations—General*	922
,, II.	*Supplies Depôts*	932
,, III.	*Fuel and Light*	934
XXXV.	ACCOUNTING FOR FINANCIAL SERVICES—	
Section I.	*General*	938
,, II.	*Cash Accounting (Requisitioning, Custody, Receipt and Payment)*	942
,, III.	*Payment of Officers and Members of the Nursing Service*	952
,, IV.	*The Airmen's Pay Ledger*	963
,, V.	*Payment of Airmen*	972
,, VI.	*Payment of R.A.F. Officers and Airmen Serving on Board H.M. Ships*	983
,, VII.	*Accounting for Rations (Cash and Numbers)* ..	987
,, VIII.	*Allotments and Remittances*	990
,, IX.	*Contract and Miscellaneous Services—Payments and Receipts*	996
,, X.	*Public Accounts for which Officers other than Officers of the Accountant Branch are Responsible*	1006
,, XI.	*Income Tax*	1007
,, XII.	*Payment of Personnel in India, and while Proceeding to or from India*	1010
,, XIII.	*Payment of Civilians*	1015
,, XIV.	*Pay Accounts of Soldier Personnel attached to the R.A.F.*	1016
XXXVI.	*Deleted.*	

Digitized by Google

Chapter.	Subject.	Page.
XXXVII.	TRAVELLING, PASSAGES AND CONVEYANCE OF FURNITURE AND BAGGAGE—	
Section I.	*Entitlement to Free Travelling*	1018
,, II.	*Authorisation of Journeys, and Modes and Classes of Conveyance*	1037
,, III.	*Special Regulations as to Cabs, Cloak-room Fees, Sleeping Berths and the Use of Private Motor Vehicles*	1045
,, IV.	*Travelling Allowances*	1052
,, V.	*Passages (Entitlement Only)*	1059
,, VI.	*Conveyance of Furniture and Baggage*	1076
,, VII.	*Recovery of Travelling Expenses and Allowances* ..	1087
,, VIII.	*Allowances and Travelling Expenses for Civilian Witnesses*	1091
XXXVIII.	ALLOWANCES—	
Section I.	*General*	1095
,, II.	*Lodging Allowance*	1098
,, III.	*Furniture Allowance*	1105
,, IV.	*Fuel and Light Allowances*	1105
,, V.	*Consolidated Allowance (Separated Families)* ..	1109
,, VI.	*Field Allowance*	1111
,, VII.	*Servant Allowance*	1111
,, VIII.	*Colonial Allowance*	1113
,, IX.	*Air Attaché's Allowance*	1117
,, X.	*Outfit Allowance*	1118
,, XI.	*Family Allowance*	1119
,, XII.	*Library and Text Book Allowances*	1128
,, XIII.	*Funeral Expenses*	1130
XXXIX.	FULL PAY, DEDUCTIONS AND STOPPAGES—	
Section I.	*Officers*	1132
,, II.	*Airmen*	1145
XL.	HALF-PAY	1171
XLI.	CONDITIONS OF RETIREMENT, RESIGNATION AND TRANSFER TO THE RESERVE; RETIRED PAY, DISABILITY RETIRED PAY, AND GRATUITIES—OFFICERS—	
Section I.	*General Provisions*	1177
,, II.	*Retired Pay and Gratuities for Officers holding Permanent and Short Service Commissions, Medium Service Officers and Non-Permanent Officers of the Dental Branch*	1184
,, III.	*Retired Pay of Officers retained on Temporary Commissions to complete Time for Retired Pay*	1200
,, IV.	*Retired Pay and Gratuities on Retirement for Non-Employment, Unsuitability or Misconduct*	1201
,, V.	*Disability Retired Pay and Gratuities*	1202
,, VI.	*Disability Retired Pay of Officers retained on Temporary Commissions to complete Time for Retired Pay*	1210
,, VII.	*Rank on Retirement, Resignation, etc.*	1210

Digitized by Google

Chapter.	Subject.	Page.
XLII.	PENSIONS AND GRATUITIES FOR SERVICE AND DISABILITY—AIRMEN—	
Section I.	*Pensions for Service*	1212
,, II.	*Gratuities for Service—on Discharge or Transfer to the Reserve*	1220
,, III.	*Pensions and Gratuities for Disability*	1223
XLIII.	PENSIONS AND GRATUITIES TO WIDOWS AND ALLOWANCES TO CHILDREN AND DEPENDENT RELATIVES OF OFFICERS AND AIRMEN—	
Section I.	*General*	1231
,, II.	*Special Provisions for Officers*	1233
,, III.	*Special Provisions for Warrant Officers*	1239
,, IV.	*Special Provisions for Airmen of the rank of Warrant Officer, 2nd Class, or below*	1242
XLIV.	HALF-PAY, RETIRED PAY, PENSIONS AND NON-EFFECTIVE GRATUITIES—PAYMENT OF—	
Section I.	*Officers and Members of the Nursing Service*	1246
,, II.	*Airmen*	1247
	APPENDICES	1249
	INDEX	1335

Digitized by Google

EXPLANATION OF TERMS.

(For the explanation of aeronautical terms used in these regulations reference should be made to the British Standard Glossary of Aeronautical Terms (Revised 1933). See also *A.M.O. A.234/33.)*

AIR OR OTHER OFFICER COMMANDING.—The officer of air or lower rank who is appointed to command a R.A.F. command or group at home or abroad or who is in command of the command or group during the absence of the officer posted for that duty.

AIRMAN, OR AIRMEN.—These words, wherever they occur, will be held to include a warrant officer, a N.C.O., an aircraftman, an apprentice and a boy entrant, unless any rank or class of airman is expressly excluded in the context of the regulations, or unless the context is clearly repugnant to such interpretation.

APPOINTMENT.—When used in relation to an airman, applies only to the grant of acting rank, whether paid or unpaid.

BAGGAGE.—The personal and household effects of individuals. Articles of a similar nature belonging to a unit or part of a unit are included in the term "SERVICE BAGGAGE."

BRITISH ISLANDS.—For the purpose of these regulations, the term "British Islands" is synonymous with the phrase "at home" and, unless otherwise stated, will be regarded as including Great Britain, Northern Ireland, Eire, the Channel Islands and the Isle of Man.

COMPETENT MEDICAL AUTHORITY.—The Principal Medical Officer (P.M.O.) of a command, or the Senior Medical Officer (S.M.O.) of an independent group or wing, according to the circumstances to which the regulations are being applied.

DEFAULTER.—An airman confined to camp.

DIRECTOR OF SEA TRANSPORT.—The officer of the Board of Trade charged with the direction of all sea transport duties, including the Indian Trooping Service, carried out on behalf of the government.

EMBARKATION OFFICER.—The officer appointed to superintend embarkation and disembarkation of personnel and the loading and unloading of material at a port.

ESTABLISHMENT.—The establishment of a unit is the number of officers, airmen, civilians, aircraft, and transport included in its organisation as authorised, and indicates in detail—

(i) numbers and ranks of officers and the duties on which they are employed;
(ii) numbers, ranks and trades of airmen;
(iii) numbers, grades and trades of civilians;
(iv) numbers and types of aircraft;
(v) numbers and types of transport vehicles and marine craft.

Digitized by Google

EXTENSION, PROLONGATION AND RE-ENGAGEMENT.—"Extension" is used, in relation to alterations of airmen's engagements, when the altered period of service (i.e. continuous service since last attestation) to be completed does not exceed 12 years, "prolongation" when it exceeds 12 years but is less than 24 years, and "re-engagement" when it is 24 years.

FORCED LANDING.—Any obligatory or precautionary landing, on or off a recognised aerodrome or landing ground, not premeditated when the flight commenced. Examples of obligatory landings are those made because the pilot can no longer remain in the air owing to airframe or engine failure or impossible weather conditions; precautionary landings include those made to ascertain location or on account of unfavourable weather conditions.

FORMATION.—*See* UNIT.

FREIGHTSHIP.—*See* PUBLIC VESSEL.

FREIGHTSHIP (STORES).—A ship wholly or partially loaded with government stores on terms for the voyage or according to the amount of stores conveyed.

"GREAT WAR."—The words "Great War" wherever they are used in these regulations in reference to a period of time will be held to mean the period 4th August, 1914, to 31st August, 1921, inclusive, unless any other period is specifically stated.

INDULGENCE PASSAGE.—A passage granted to a non-entitled passenger in a transport, or in one of H.M. ships.

INVALIDED.—When used in relation to an airman, will be held to mean "discharged as medically unfit for further service." When used in relation to an officer, it will be held to mean "retired or gazetted out of the service as medically unfit for further service."

MEDICAL ATTENDANCE.—Denotes the professional advice and treatment during sickness or injury afforded by a medical officer or by a civilian medical practitioner engaged for attendance on air force personnel. Those entitled to "medical attendance" or allowed it as a privilege may be treated under certain conditions (i) in quarters or at their residences or (ii) as out-patients at service medical establishments. The term includes vaccination and inoculation, lymph, vaccines and sera being supplied for the purpose from service sources; also the supply of medicines and surgical materials prescribed and ordered from the public stock by the medical officer or civilian medical practitioner in charge of the case. It does not include in-patient hospital treatment.

MUSTERING.—The term used to denote the rank, group and trade in which an airman is placed on first joining the R.A.F., or (for an apprentice or a boy entrant) on passing out of the training establishment.

NON-PUBLIC FUNDS, ACCOUNT FOR.—An account recording the financial activities of any station or unit organisation such as a mess, an institute, a club, a sport, a benevolent association, etc.

NOTIFIABLE DISEASES.—All diseases which, under the Manual for Medical and Dental Officers of the R.A.F. (A.P. 1269), must be notified immediately to higher air force authority.

Digitized by Google

ORDINARY PAY.—The term "ordinary pay" of an airman, for the purposes of the application of Sections 44(6), 46(2)(*d*), 73(1) and 138 (1) and (2), Air Force Act, to "forfeitures" of pay, will be held to mean pay of the rank (including progressive pay) and group (but *see* para. **3470** as to forfeiture of other emoluments in similar circumstances).

PACKET PASSAGE.—A passage booked for an individual in a scheduled passenger-carrying vessel.

PROLONGATION.—*See* EXTENSION.

PROMOTION.—The term used to denote a rise in substantive rank. It therefore does not apply to an aircraftman, 2nd class, rising to aircraftman, 1st class, or an aircraftman, 1st class, rising to leading aircraftman. (*See* RECLASSIFICATION.)

PUBLIC CLAIM.—*See* para. **7**, clause 2.

PUBLIC VESSEL.—A ship engaged under the Regulations for H.M. Sea Transport Service as a *transport*, i.e. a ship engaged exclusively for government service under time charter, or as a *freightship*, i.e. a ship not exclusively so engaged but in which accommodation or space is engaged by the government. Exceptionally, H.M. ships may be regarded as public vessels.

QUARTERLY, ONCE A QUARTER, EACH QUARTER.—1st January, 1st April, 1st July, 1st October, unless otherwise indicated.

RECLASSIFICATION.—The term used to denote any transition, either upwards or downwards, between the three classes (aircraftman, 2nd or 1st class, or leading aircraftman) of aircraftmen.

REDUCTION.—The term used to denote the compulsory placing of a substantive or temporary warrant officer or N.C.O. in a lower substantive rank, or in the ranks, by sentence of court martial or by other competent authority.

RE-ENGAGEMENT.—*See* EXTENSION.

REGULATED MEDICAL AUTHORITY.—The Director-General of Medical Services or a board of medical officers and qualified civilian practitioners, as may be desirable.

REMUSTERING.—The term used to denote a change in the trade of an airman.

REVERSION.—The term used to denote (i) the return of a warrant officer or acting warrant officer or N.C.O. or acting N.C.O. to a lower rank, or class in the ranks, either compulsorily, automatically or voluntarily. Reversions may be from substantive, temporary or acting rank.
(ii) Also, where the context so requires, the return of an airman to his basic or former trade on relinquishment of a non-substantive or additional mustering. In this event no loss of rank is normally involved.

SEAPLANE.—The term seaplane when not further defined will be held to include any type of aircraft designed to alight on water.

SEA TRANSPORT OFFICER OR SUPERINTENDING SEA TRANSPORT OFFICER.—The officer appointed to take charge of sea transport duties and to act as representative of the Director of Sea Transport at a port.

Digitized by Google

STRENGTH.—The strength of a unit at any particular time is the number of officers, airmen and civilians who are actually borne on its muster roll at the time, exclusive of any attached. Strength is sub-divided into—

(*a*) effective strength;
(*b*) non-effective strength.

The effective strength of a unit at any moment is the number of officers, airmen and civilians on its strength who are actually serving with the unit (including those on ordinary leave) and available for duty at that moment. The non-effective strength at any moment is the number of officers, airmen and civilians on the strength of the unit who are not available for duty for any of the following reasons:—

(i) In hospital or station sick quarters.
(ii) Absent without leave.
(iii) Under arrest or detention, or in prison.
(iv) Detached.
(v) Sick leave.

Officers and airmen attached to a unit are not part of its establishment nor on its strength. They remain on the establishment and strength of the unit from which they are detached.

SUBORDINATE COMMANDER.—(i) An officer commanding a unit who is subordinate to the C.O. of the station for disciplinary purposes (in accordance with para. **1138**, clause 6); (ii) an officer placed in command of a flight, section or other sub-division of the unit who is subordinate to the C.O. of the unit for disciplinary purposes; also (iii) the officer who by appointment or by the custom of the service discharges the functions of either of the officers above mentioned, in their absence.

TRANSPORT.—*See* PUBLIC VESSEL.

UNIT.—1. Includes—

a command headquarters;
a group headquarters;
a wing or station headquarters;
a headquarters unit on board an aircraft carrier;
a squadron;
an armoured car company;
a park;
a depot;
a school or college;
an experimental establishment;
a hospital;
a record office;
a flight which acts independently of a squadron for all purposes;
a pay office which is not part of the establishment of another unit.

2. These units do not cease to be so designated even though they appear in establishments as part of a larger formation or unit, e.g. a squadron or independent flight may be included in the establishment of a station. Detachments from units, e.g. a flight from a squadron,

Digitized by Google

are not units, but a flight for which a separate establishment exists, such as a flight of the Fleet Air Arm, is a unit. A depot is a unit; a section of a depot is not a unit unless it is expressly made so for a particular purpose, e.g. a squadron at No. 1 R.A.F. Depot for disciplinary purposes, but a section for which a separate establishment exists, such as the "Air Ministry Wireless Section," is a unit. It does not follow that units, as just defined, are in all cases units for accounting purposes. Self-accounting units for equipment and cash accounts are approved as such by the Air Ministry; units not so approved are affiliated to a self-accounting unit for either equipment or cash accounting purposes, or both.

3. *Formation.*—A formation consists of one or more units grouped under a headquarters unit, e.g. a wing is a formation, and consists of a wing headquarters and one or more squadrons, and may include a park, depot or other units as required.

4. *Command or Group.*—A command or group is a formation set up for the purpose of decentralising the command of units and lower formations from the Air Ministry.

5. It should be noted that a unit consists of a definite number of officers, airmen, &c., and that its composition is fixed and only changes if its authorised establishment is amended. A formation, on the other hand, is a flexible organisation which is liable to alteration according to circumstances: changes in formations merely affect the grouping of units and make no difference in numbers.

Digitized by Google

ABBREVIATIONS.

A.I.D.	Aeronautical Inspection Directorate.
A.M.O.(s)	Air Ministry Weekly Order(s) and/or Air Ministry Order(s)
A.O.C.	Air Officer Commanding.
A.P.(s)	Air Publication(s).
A.P.F.S.	Air Publications and Forms Store.
C.O.	Commanding Officer.
D/F	Direction finding.
D.P.M.O. (Hygiene) ..	Deputy Principal Medical Officer (Hygiene).
G.C. badges	Good conduct badges.
i/c	in charge of.
M.T.	Mechanical transport.
N.A.A.F.I.	Navy, Army and Air Force Institutes.
N.C.O.	Non-commissioned officer.
P.M.O.	Principal Medical Officer.
R.A.F.	Royal Air Force.
R.M.	Royal Marines.
R.N.	Royal Navy.
R.P.	"Rule(s) of Procedure" as contained in the Manual of Air Force Law (A.P. 804).
S.M.O.	Senior Medical Officer.
W/T	Wireless telegraphy.

If any errors or omissions are discovered in the regulations by an officer or airman or other person to whom they are applicable, it is the duty of the person who discovers them to report the matter in writing to his superior officer for reference to the Air Ministry.

Digitized by Google

THE KING'S REGULATIONS AND AIR COUNCIL INSTRUCTIONS

FOR THE

ROYAL AIR FORCE.

CHAPTER I.

INTRODUCTION.

1. Applicability of Regulations.—1. These regulations apply in all commands at home and abroad.

2. Except where they are specifically mentioned, the regulations do not apply to civilians of the officer class and civilian employees. The regulations relating to civilian employees are contained in A.P. 826.

3. They will apply to the nursing service only in so far as they are stated to apply or in so far as they are applied by reference in A.P. 1075. The regulations for the Princess Mary's R.A.F. Nursing Service are contained in A.P. 1075.

2. Use of the Regulations.—An officer or airman, or other person, in applying the regulations, should be careful to ensure, by means of the index and the cross references provided in the text, that he has acquainted himself with all the necessary details relating to the matter upon which he requires to be informed.

3. London Gazette—Notifications in.—The *London Gazette*, published by authority, in which all appointments to commissions, promotions,* transfers to and from the half-pay list, resignations, retirements, removals, dismissals and transfers to the reserve of officers and, where applicable, of members of Princess Mary's R.A.F. Nursing Service, are inserted is transmitted to each air or other officer commanding to enable him to notify, in orders, such details as affect his command. Notifications so published will be official for all air force purposes.

4. Forfeiture of Emoluments.—1. Under the Forfeiture Act, 1870, as applied to the Air Force, if any person convicted of treason or felony, for which he is sentenced to death, or penal servitude, or any term of imprisonment with hard labour or exceeding twelve months, holds any military, naval or air force office or is entitled to any pension or superannuation allowance payable by the public or out of any public fund, such office becomes vacant and such pension or superannuation allowance is forfeited, unless a free pardon is granted by His Majesty within two months of the conviction or before the filling up of the office if given at a later date. (*See* para. **3678,** clause 7, as to restoration of pension forfeited under this Act.)

* During the war commencing on 3rd September, 1939, substantive, war substantive and temporary promotions will be notified in the *London Gazette*. Acting promotions will be gazetted only if to or above the rank of air vice-marshal. In respect of acting ranks which are not gazetted, entries in the appropriate casualty form or personnel occurrence report (or in the Air Ministry Posting List, for officers serving at the Air Ministry) will be official for all purposes.

Digitized by Google

2. All pay, refunds of expenses, allowances and other pecuniary advantages granted by these regulations which shall not have been claimed within a period of twelve calendar months from the date on which they might have been claimed, shall be deemed to be forfeited, except in such exceptional circumstances as may be approved by the Air Council or by an officer duly authorised by them. Special provision is made in para. **3354**, clause 4, in regard to claims for family allowance, and in para. **3748** in regard to widows', &c., pensions and allowances.

5. Effect of Variation of Regulations.—An officer, airman, or other person, shall not be entitled to claim any pay, promotion, retired pay, pension or other advantage conferred by any provision herein in the event of such provision being at any time added to, varied, or cancelled. A claim cannot be founded upon a regulation the operation of which is merely contingent, e.g. a regulation prescribing a rate of pay which is revised before the claimant attains the rank or seniority to which it was assigned.

6. Vested Rights.—An officer, airman, or other person, for whom provision is made in these regulations, will not be recognised as having any vested rights to any rate of pay, retired pay, pension, gratuity, allowance, or any other emolument, except as specially provided herein whether in the text of the regulations or by footnotes thereto. Similarly such person will not be entitled to claim the issue of any emolument, whether under these regulations or as a reserved right, under special conditions which are not herein provided for.

7. Liability to Stoppages.—1. The pay and all other emoluments granted by these regulations to an officer or airman, or to a member of the naval or military forces attached to the R.A.F., or to any other person, shall be held liable to be stopped on the order of the Air Council to meet any public claim that may be outstanding against such person, any service debt or any debt to the N.A.A.F.I.* that may be due from such person and any service claim, or any claim by the N.A.A.F.I.* which the Air Council may direct such person to pay.

1A. The power to order stoppages of pay, vested in the Air Council in clause 1, may also be exercised by an officer in the Department of the Air Member for Personnel not below the status of Director and an officer in the Department of the Permanent Under-Secretary of State not below the rank of Assistant Under-Secretary of State, acting jointly.

2. The term "public claim" will be held to include any public debt or disallowance, or any over-issue made through an error as to the facts. (*See* para. **1706** regarding the settlement of outstanding mess bills of members of sergeants' messes who are reported missing.)

8. Doubt as to the Proper Issue of Pay and Allowances.—1. When any doubt exists as to the rate, or amount, of pay or allowances issuable to an officer, airman or other person, so that reference to higher authority is necessary, payment will be suspended pending the receipt of a decision or of the necessary information.

2. Where the question is as to which of two rates, or amounts, is correct, the lower rate or amount will be paid provisionally.

---

* The Army Canteen Board (India) is not covered by this expression.

Digitized by Google

9. Diversion of Emoluments of Missing, etc., Personnel.—1. The pay and other service emoluments of any person subject to these regulations with whom it is for the time being impracticable to communicate (e.g. a person officially declared missing, a prisoner of war or an internee of a neutral power) or who is, in the opinion of the Air Council, incapable of managing his own affairs by reason of mental infirmity, may, at the discretion of the Air Council, be issued in whole or in part to the wife or other dependant to whose support

(i) it is shown that the person concerned contributed, or

(ii) there is good ground for believing that the person concerned would have contributed if he had been aware of the circumstances in which his dependant was placed.

A receipt from such wife or dependant shall be a sufficient discharge.

2. The Air Council may delegate their powers under clause 1 to an officer in the Department of the Air Member for Personnel not below the status of Director and an officer in the Department of the Permanent Under-Secretary of State not below the rank of Assistant Under-Secretary of State, acting jointly.

Digitized by Google

CHAPTER II.

ORGANISATION OF THE ROYAL AIR FORCE.

19. Composition and Government of the Air Forces.—1. The Imperial air forces of the Crown consist of commissioned and enlisted personnel who have undertaken a definite liability for service and comprise—

(*a*) the R.A.F.;

(*b*) the R.A.F. Reserve which includes the Reserve of Air Force Officers, the Special Reserve and the R.A.F. Volunteer Reserve;

(*c*) the Auxiliary Air Force.

2. The following services, ancillary to the R.A.F., are organised on a civilian basis, and, except while on active service as provided in the Air Force Act, are not subject to air force law:—

(*a*) The Princess Mary's R.A.F. Nursing Service.

(*b*) The R.A.F. Educational Service.

(*c*) The outstation staff of the Directorate of Works (*see* para. **1821**).

3. The following, though administered by the R.A.F., have no liability for service unless specially undertaken:—

(*a*) Cadets of the R.A.F. College.

(*b*) Members, as such, of the air squadrons of the Universities of Oxford, Cambridge and London.

4. The government of the Imperial air forces is vested in the Crown. The command of the R.A.F. is placed in the hands of the Air Council, who are also responsible for its administration together with the administration of the R.A.F. Reserve, the Auxiliary Air Force (but *see* clause 5), the ancillary services, the R.A.F. College, and the university air squadrons.

5. The Air Council is responsible for the administration of units of the Auxiliary Air Force only during periods of annual training, or when embodied or when on actual air force service: at all other times administration is undertaken by county associations.

20. *Deleted.*

21. The Air Council.—1. The composition and duties of the Air Council are defined by Order in Council dated 5th August, 1941, a copy of which will be found in Appendix I.

2. The organisation of the departments of the Air Members of the Air Council is as follows:—

(*a*) *Department of the Chief of the Air Staff.*

Directorate of Plans.
Directorate of Operations (Home).
Directorate of Operations (Overseas).
Directorate of Operations (Naval Co-operation).
Directorate of Ground Defence.
Directorate of Intelligence.
Directorate of Signals.
Directorate of Operational Requirements.
Directorate of Allied Air Co-operation.
Deputy Directorate of Air Tactics.

Digitized by Google

(*b*) *Department of the Air Member for Personnel.*
Directorate of Postings.
Directorate of Personal Services.
Directorate of Manning.
Directorate of Medical Services (including the Nursing Service).
Chaplain-in-Chief.
Directorate of Educational Services.
Directorate of the Women's Auxiliary Air Force.

(*c*) *Department of the Air Member for Supply and Organisation.*
Directorate-General of Organisation.
Directorate of Works.
Directorate-General of Equipment.
Directorate of Repair and Servicing.

(*d*) *Department of the Air Member for Training.*
Directorate of Operational Training.
Directorate of Flying Training.
Directorate of Technical Training.

22. Classification of Commands at Home and Abroad.—1. A higher command at home is divided into groups which are in turn sub-divided into wings and/or stations. Commands will normally be commanded by air marshals who act directly under the Air Council and who are styled air officers commanding-in-chief; groups, by air vice-marshals or air commodores under the air officers commanding-in-chief; and wings or stations, by group captains or wing commanders acting directly under the group commanders for operations, training and personnel administration but directly under the commanders-in-chief for all other matters of administration and maintenance.

2. The higher commands abroad are divided—

(*a*) into commands or groups sub-divided as necessary into wings and/or stations;

(*b*) directly into wings and/or stations.

23. Commands and Groups at Home.—The R.A.F. at home is divided into commands as follows:—

(*a*) *The Bomber Command*, comprising all bomber squadrons stationed in the United Kingdom organised into subordinate groups.

(*b*) *The Fighter Command*, comprising all fighter and Army co-operation units in the United Kingdom organised into subordinate groups.

(*c*) *Coastal Command*, comprising all stations maintained to meet the requirements of the Fleet Air Arm and all coastal reconnaissance units situated in the United Kingdom; also headquarters units and flights embarked in aircraft carriers in home waters. The Fleet Air Arm units are directly controlled by the Coastal Command headquarters, but the other stations and units in this command are organised into subordinate groups.

Digitized by Google

(*d*) *The Training Command*, comprising all units situated in the United Kingdom with the exception of those included in (*a*), (*b*) and (*c*). The units of this command are also organised into subordinate groups.

24.—Commands Abroad.—The commands abroad are as follows:—

(*a*) *R.A.F., Middle East*, which includes all R.A.F. units in Egypt, Sudan, Trans-Jordan and Palestine.

(*b*) *R.A.F., Mediterranean*, which includes all units in Malta, and all units co-operating with the R.N. in the Mediterranean Sea.

(*c*) *British Forces in Iraq.*

(*d*) *R.A.F., India.*

(*e*) *Aden Command.*

(*f*) *R.A.F., Far East*, which includes all R.A.F. units in Singapore and China and all units co-operating with the R.N. in Far Eastern Waters.

25. Chain of Command—at Home.—1. As regards operations, commands will be responsible to the Air Council with the exception that, for units definitely allotted for co-operation with the R.N. or Army, they will be responsible to the naval or military authority concerned. (*See also* paras. **125** and **126.**)

2. Questions affecting the training of operational units in the Bomber, Coastal and Fighter Commands will normally pass through the group and command concerned to the Air Ministry. In the Training Command, however, the commander-in-chief exercises a general co-ordinating control only, and training matters affecting a particular group will normally be dealt with directly between the group and the Air Ministry, the commander-in-chief being kept informed on general policy.

3. Except in such matters as are specifically referred to in these regulations, questions of discipline and personnel administration will normally pass through the group concerned, who will communicate with the Air Ministry direct on such subjects. All other questions of administration and maintenance (including questions of emoluments) will normally pass directly from the station through the command concerned to the Air Ministry. At the headquarters of Bomber, Fighter and Coastal Commands, an air officer in charge of administration is appointed to act for the commander-in-chief on all administrative matters.

4. Groups, stations and units will communicate direct with the Air Ministry on such matters connected with training, administration and discipline as may be specified from time to time in A.M.Os.

26. Chain of Command—Abroad.—1. (*a*) The A.O.C., Middle East, is directly responsible to the Air Council for the command and administration of all R.A.F. units in his command. For operational purposes he is responsible to the G.O.C. in Egypt for units allotted for co-operation with the Army.

(*b*) The A.O.C., Palestine and Trans-Jordan, is directly responsible to the High Commissioner for Palestine and Trans-Jordan for the general

Digitized by Google

conduct of operations by all units in his command; but as regards the administrative control of R.A.F. units, he is under the command of the A.O.C., Middle East.

(*c*) The Officer Commanding, R.A.F. in the Sudan, is responsible to the G.O.C., Sudan Defence Force, for operational purposes. For all other purposes this officer is under the command of the A.O.C., Middle East.

2. The A.O.C., Mediterranean, is directly responsible to the Air Council for the command and administration of all units in his command, except as provided in para. **128** as regards units in H.M. ships.

3. The A.O.C., Iraq, is directly responsible to the Air Council for the command and administration of all units in his command.

4. The A.O.C., India, is directly responsible to the Commander-in-Chief in India for the command and administration of all units in his command.

5. The Officer Commanding, Aden, is directly responsible to the Resident, Aden, for the conduct of operations by all units in his command, but for all other purposes he is directly responsible to the Air Council.

6. The Officer Commanding, R.A.F., Far East, is directly responsible to the Air Council for the command and administration of the units in his command, except as provided in para. **128** as regards units in H.M. ships.

7. The provisions of this para. will be modified when and so far as the provisions of para. **125** or **126** may at any time be applied.

8. *See also* para. **129.**

Digitized by Google

CHAPTER III.

GENERAL INSTRUCTIONS FOR OFFICERS.

SECTION I.—INSTRUCTIONS FOR COMMANDERS.

**An air or other officer commanding.*

36. General Responsibility.—1. An air or other officer commanding is responsible for the command, discipline, training and efficiency of the air forces in his command, subject to any limits which may from time to time be imposed by the Air Council or by regulation.

2. He is responsible for all matters relating to the administration of his command.

3. He is responsible as regards operations as provided in paras. **25** and **26** according to the nature and situation of his command.

4. He is responsible for ensuring that schemes of mobilization for all units stationed in or mobilizing within his command are kept up-to-date, that all ranks in his command are acquainted with their duties on mobilization, and in connection with any local defence scheme applicable, and that those concerned have such access to the scheme as is necessary for the proper performance of the duties required of them.

37. Works Services.—In all matters relating to works services he will be guided by A.P. 855 and by Chapters XXIII and XXIV of these regulations.

38. Delegation of Responsibilities.—He may delegate his responsibilities to such officers, and to such an extent, as he may consider desirable, subject to any limitations which are, in any matter, prescribed by regulation, and bearing in mind that the ultimate responsibility remains his.

39. Standing Orders.—He will ensure that—

(*a*) any standing orders promulgated by headquarter units to stations in his command are limited to matters peculiar to the formation, e.g. orders regarding training schemes, and that orders are not issued which merely summarise or repeat these regulations or other orders or instructions issued by the Air Ministry;

(*b*) the standing orders of every station under his command are compiled in accordance with the provisions of para. **61**;

(*c*) all standing orders are reviewed annually in order that they may be kept to the minimum number consistent with efficiency.

40. Absence from his Command.—1. At home, he will inform the Air Ministry if he proposes to proceed on leave of absence, reporting at the same time the name and rank of the officer upon whom his command will devolve.

2. Abroad, he will not quit the area of his command without Air Ministry permission. Whatever may be the reason necessitating his absence, he will report the name and rank of the officer upon whom his command will devolve.

* *See* definition on p. xi.

Digitized by Google

3. On all occasions of absence from his command for any reason he is to cause the name and rank of the officer upon whom the command devolves to be published in command orders.

41. Special Authorities—Revision of.—He is responsible that special authorities for the posting of individuals and for rates or scales in cash or kind, whether granted locally or by the Air Ministry, are not allowed to remain in force after the circumstances which gave rise to them have so far changed as to render revision necessary.

42. Responsibility for Public Equipment Supplies and Stores.—1. He is responsible for the supervision of all transactions concerning public equipment supplies and stores which occur in his command.

2. He is responsible that any irregularity or defect which may be disclosed by inspection, or by report received, is immediately investigated and that suitable action is taken at once.

3. He is responsible that any mobilization equipment stored within his command is maintained in all respects complete and ready for immediate issue in accordance with the regulations.

4. He will take steps to ensure that the authorised establishments for the issue of R.A.F. equipment and supplies are not exceeded except as may be specially approved.

43. Responsibility for Public Funds.—He is responsible for exercising a general supervision over cash accounting work within his command, and bearing in mind the provisions of paras. **41** and **2722,** clause **1,** he is to give such directions as he may consider necessary to ensure that public funds are obtained, applied, safeguarded and accounted for, in conformity with the regulations. The cash accounts and pay ledgers will not be rendered to the Air Ministry through his office, but, in order to assist him in his work of supervision, " lists of differences " by the Air Ministry on the cash accounts and on the pay ledgers will be addressed to him whenever it is considered desirable to draw special attention to the accounting work of any particular unit. The decisions on the replies received to the " list of differences " will be forwarded to him for transmission to the unit concerned in all cases. *See* para. **2720** as to the duties of a command accountant.

44. Health of the Air Forces.—He will pay particular attention to the preservation of the health of the air forces in his command, and will incur grave responsibility if he neglects the advice of the competent medical authority without adequate reason.

45. Trespass and Interference with Civil Rights.—He will prevent interference with, or encroachment upon, manorial, sporting or public rights, and trespass upon private property, by the air forces.

46. Reports of Riots, &c.—He will immediately report to the Air Ministry whenever air forces have been engaged in riots or disturbances either among themselves or when civilians have been concerned, and will further report the result of his inquiries into the circumstances.

Digitized by Google

47. Annual Reports.—1. A.Os.C.-in-C. home operational commands and A.Os.C. abroad will furnish to the Air Ministry two separate annual reports as follows:—

(*a*) An annual report indicating the general state of readiness for war of their commands. This report should refer to the command as a whole*, though reference may be made in it to any individual subordinate formation or unit should this be considered necessary. The report should also include reference to any factors adversely affecting operational efficiency or the standard of discipline and administration. Copies of the report or extracts from it may be furnished to group commanders concerned, if considered necessary, and six copies of the report, covering the calendar year under review, will be forwarded to reach the Air Ministry not later than 1st March.

(*b*) An annual training report, which should relate to training matters affecting the command as a whole†. Mention of subordinate formations or units should only be made for the purpose of illustrating a specific point, or for drawing attention to any state of affairs of which it is specially desired the Air Ministry should be aware. To facilitate study at the Air Ministry the report should, as far as possible, be arranged in the following order—training policy for the ensuing year with particular reference to the tasks laid down in A.S.M. 57, factors affecting training in the ensuing year, flying training, navigation, gunnery, bombing, reconnaissance and intelligence, photographic training, signals, air organisation and control, ground defence against air attack, current tactical problems under investigation, new tactical problems for investigation, tactical problems no longer requiring investigation, R.A.F. and inter-service exercises. Ten copies of the report will be forwarded to the Air Ministry by 1st January each year from the home operational commands, and by 1st June each year from commands abroad.

2. Reports will indicate the steps which he has taken, and the orders which he has given, to remedy any state of affairs which he considers unsatisfactory. Any points on which he desires to make specific recommendations must be dealt with by separate letters which should contain a reference to the relevant report.

3. General questions affecting the R.A.F. as a whole should be touched upon only as far as they affect the efficiency of the particular command with regard to which the report in question is furnished.

4. Questions of importance which require immediate consideration should not be held over for these reports, but should be dealt with as they arise.

5. Reports made by subordinates and tables of statistics are not to accompany these reports.

---

* The report in respect of No. 22 Group will not be made by the A.O.C.-in-C., Fighter Command, but by the group commander, who will include his opinion as to the fitness for their war duties of the bomber and fighter squadrons allotted for duty with the field force contingent. Copies of this report will be sent to A.Os.C.-in-C. concerned.

† Except No. 22 Group of Fighter Command which should continue to render an annual training report direct to the Air Ministry as heretofore.

Digitized by Google

47A. Reports on Important Training Exercises.—1. He will furnish to the Air Ministry a report in triplicate on any important exercises conducted in his command as soon as possible after their termination.

2. The report will deal with the following points, as far as possible in the order given:—

(*a*) The orders and arrangements for the exercise.
(*b*) A narrative of events.
(*c*) The conclusions arrived at and lessons learned.
(*d*) A brief reference to any action which he has taken or is about to take and any recommendations which he proposes to make as the result of the exercises for the improvement of training, organisation, equipment or any matters which affect the war efficiency of his command.

The reports of subordinate formations will not be forwarded.

3. The reports will be as concise as possible and will omit minor matters. Any recommendations arising out of the exercise must be dealt with by separate letters referring to the main report. Recommendations which have already been submitted before the exercise must not be repeated or referred to in the report unless fresh considerations have arisen or they require special emphasis. Where necessary, further letters should be sent indicating the result of any action which the A.O.C. has taken in regard to matters arising out of the exercise which are within his competence.

47B. Despatches and Reports on Active Operations.—1. Whenever air operations are undertaken, narrative reports will be submitted, in quadruplicate, by the air or other officer commanding to the Air Ministry.

2. The air or other officer commanding will decide what actions are to be included under the term "air operations," but, in general, it is desirable that narrative reports should be rendered on all incidents which have involved—

(*a*) air bombardment;
(*b*) air fighting;
(*c*) air transportation
  (i) of personnel or material for operational purposes;
  (ii) of personnel for purposes of their own security;
(*d*) action by armoured cars;
(*e*) action by land forces under the orders of an air or other officer commanding.

3. (*a*) Reports will be comprehensive and not rendered piecemeal; each report will, if possible, deal with a distinct operation, but if the operations cover a long period, they may be divided into phases, and a report rendered for each phase. Similarly, operations of a minor character which are not of sufficient interest or importance to form the subject of separate reports, may be combined in a comprehensive report covering all operations carried out during a specified period, which should not, however, save in exceptional circumstances, exceed six months.

(*b*) Reports will be worded as concisely as possible, and will not be of a length disproportionate to the magnitude or importance of the operations described. They will be self-contained, reference to details being either omitted or inserted in such a form as to admit of excision without difficulty.

Digitized by Google

(*c*) An officer responsible for rendering operational reports will not consider such reports a means of initiating remedial action by higher authority on matters of complaint. Reference in the reports to such matters is permissible, but any point which requires definite action will also be made the subject of a separate communication through the proper channels.

(*d*) Detailed notes for the guidance of officers writing reports are contained in an appendix to the R.A.F. War Manual, Part I—Operations (A.P. 1300).

4. Reports dealing with important operations will, at the discretion of the Secretary of State for Air, be classified as despatches, and, when so classified, will as a rule be published in the *London Gazette*. Reports on operations, of whatever magnitude, involving the repression of disturbances or insurrections within the Empire, will not be so classified.

5. Lists of personnel recommended for honours and rewards in connection with the operations will be appended by an air or other officer commanding to his report. In order that proper consideration may be given to these recommendations, it is essential that particulars should be available of the various forces employed. (*See* A.P. 1300.)

6. *See* paras. **247** and **248** as to the form in which recommendations for honours and rewards should be rendered, and para. **249** as to recommendations for the grant of war medals.

48. Inspection of Stations and Units.—1. (*a*) The general scheme upon which annual inspections in their commands are carried out should be decided upon by the respective A.Os.C.-in-C. at home and A.Os.C. abroad, subject to the reservation that at least one formal inspection of every unit under their command will be carried out by A.Os.C. commands abroad and groups at home. The object of this inspection will be to inquire into the matters referred to in clause 4.

(*b*) Whilst it is not incumbent on A.Os.C.-in-C. themselves to carry out formal inspections of their units, close personal contact should nevertheless be maintained, by visits, between A.Os.C.-in-C. and their staff officers, on the one hand, and their formations and units on the other.

(*c*) In commands which are not organised in groups the staff will carry out inspections as directed by the A.O.C. who will himself inspect stations and units.

2. In making his inspection, the inspecting officer will normally confine his attention to such matters as are within his jurisdiction. He will, however, call attention in his report of inspection (*see* para. **49**) to any matter outside his competency which he may consider to be unsatisfactory or to have an injurious effect on matters within his competency.

3. Subject to clause 2, the inspection of a station or unit will be directed to testing not only the efficiency and capacity for command of the C.O. but also the general readiness for war of the unit as regards discipline, equipment and interior economy.

Digitized by Google

4. The following are some of the main points to which attention should be directed, with a view to ensuring that the regulations are being carried out:—

Office Routine.

(i) The records and documents of officers and airmen.

(ii) The keeping of logs and history sheets.

(iii) The preparation of unit mobilization schemes.

(iv) The custody, mustering, &c., of secret and confidential publications, including secret signal books, codes, ciphers and operation orders.

(v) The map account.

(vi) The custody and issue of railway warrants, concession vouchers, bills of lading, carrier's notes and other forms representing monetary values, including the record of serial numbers of routes referred to in para. **3047**, clause 3.

(vii) The compliance with paras. **2217** to **2219** as to the receipt, custody and distribution of registered postal packets.

(viii) The conduct of official correspondence.

(ix) The publication of orders and the correction of regulations and equipment schedules.

(x) Typewriters and other office machines—condition and number in relation to requirements.

(x*a*) Custody, issues and consumption of stationery.

Cash Services.

(xi) The keeping of the officers' allowances pay list, the airmen's pay ledger and the civilians' salaries and wages lists; also the maintenance of the cash account, and money accounts subsidiary thereto.

(xii) The expenditure of, and accounting for, non-public funds.

Equipment—Administration and Accounting.

(xiii) The custody of, and accounting for, all R.A.F. equipment.

(xiv) Position of current stocktaking—

(*a*) in the main store;

(*b*) in flights and sections.

(xv) Clothing—public and personal.

(xvi) Comparison of stock with establishment and survey and clearance of surplus stores.

Medical.

(xvii) Medical, dental and nursing services.

(xviii) Hygiene and sanitation.

(xix) Medical records and statistics.

(xx) The custody of, and accounting for, medical and dental stores.

Digitized by Google

Personnel.

(xxi) The conduct of the (*a*) officers', (*b*) sergeants', and (*c*) airmen's messes, and (*d*) service institute.

(xxii) The welfare and religious instruction of apprentices and boy entrants (where applicable).

(xxiii) The employment of airmen in their correct trades.

(xxiv) The assessment of character and ability and the award and restoration of G.C. badges.

(xxv) Compliance with paras. **62, 69, 1097, 1101** and **1102.**

(xxvi) The award and execution of summary punishments.

(xxvii) Instructions regarding uniform.

(xxviii) The instruction of young officers in air force law.

(xxix) The education of airmen.

(xxx) Religious ministrations and services.

Technical Services.

(xxxi) Fire precautions.

(xxxii) The use of service transport (*see* para. **1950,** for definition, and para. **1951,** clause 4).

(xxxiii) The storage of private aircraft and motor vehicles.

(xxxiv) The general efficiency of the signal organisation, apparatus and personnel of the unit.

(xxxv) Condition of workshops and workshop equipment.

(xxxvi) Repairs of equipment within the station.

(xxxvii) Safe custody of arms and accoutrements, armament, ammunition and explosives.

(xxxviii) Works services (subject to para. **1822**).

It is not intended that all of these matters should be dealt with at every inspection, since they should be continually under the surveillance of the staff officers of the commands and, where such exist, of the commander and staff of subordinate formations, who should make every endeavour to visit units as frequently as possible, with a view to direction and guidance. An A.O.C. should normally be able to satisfy himself as to the state of his command if he enquires thoroughly into a limited number of the above points at each inspection.

5. Every effort will be made to ensure the attendance at the inspection of every officer and airman who is present on the station.

6. If an officer or airman desires to bring any grievance to the notice of the inspecting officer, he will be afforded an opportunity of doing so. Where, owing to the exigencies of the service, formal inspections by the A.O.C. have been suspended, a notice will be inserted in daily routine orders on the 1st January and the 1st July, instructing any officer or airman who wishes to bring any grievance to the notice of the inspecting officer to apply to his C.O.: C.Os. will forward all such applications to the A.O.C. giving particulars of the grievance in each case: the A.O.C. will, as soon as the exigencies of the service allow, give any officer or

Digitized by Google

airman who has so applied, an opportunity of stating his case orally to him either at one of his informal inspections or visits or at some other time as may be convenient. This regulation does not preclude an officer or airman submitting, at any time, a statement of grievance in accordance with para. **1081** or **1081A.**

7. He should aim at inspecting all the units at a station on the same occasion. If he does not do this, he will be careful to exclude from his report of inspection matters which are not the responsibility of the C.O. of the unit inspected, except in so far as they may have a bearing upon the proper performance by that officer of his duties.

8. He will give such directions as he may consider necessary regarding the making of inspections by group or other commanders. Any such inspections which he may order will be additional to the inspections which he is herein required to make himself.

49. Reports of Inspection.—1. Immediately after inspecting a station or unit, the A.O.C. a group will render a report of the inspection to the A.O.C.-in-C. (for stations abroad, *see* para. **48,** clause 1 (*c*)). Copies of these reports are not required in the Air Ministry.

2. The report will deal with the subjects mentioned in clauses 2 and 3 of para. **48,** but will not include information on specific points such as those enumerated in clause 4 of that para. except where it is desired to bring to notice either particular efficiency or shortcomings.

3. A report of inspection will indicate the steps which he has taken, and the orders which he has given, to remedy any state of affairs which he considers unsatisfactory. Any points on which he desires to make recommendations must be dealt with by separate letters, which should contain a reference to the report of inspection.

4. A report of inspection will state in what manner and with what effect any orders issued at the previous inspection have been obeyed. Where it may be necessary to repeat or call attention to any orders previously given, full particulars relating thereto will form part of the report.

5. When a unit leaves the command a copy of the last inspection report will be forwarded to the air or other officer commanding the command into which the unit is moved.

50. Handing Over Command.—In handing over his command to his successor, he will be careful to bring to notice any orders which may have been received and which have not been fully executed. He will also draw attention to any matters to which he attaches special importance, and will place his successor in possession of a general impression of the state of the various stations and units in the command.

A commander of a group within a command.

51. General Responsibility.—1. An officer commanding a group is responsible to the A.O.C. for the command, discipline, administration,

Digitized by Google

training and efficiency of the air forces in his command, subject to any limits which may from time to time be imposed by the Air Council, or by regulations.

2. It will be his duty to keep himself informed in detail of the organisation in, and administrative arrangements of, the units comprised within his command, and to render to C.Os. such advice and assistance as lie within his power.

3. He will take all such steps as are necessary to ensure that regulations and orders are promptly and regularly obeyed.

4. He is also responsible that the mobilization schemes of all units under his command are kept up-to-date.

5. The inspection duties of the A.O.C. a group are given in para. **48**, clause 1 (*a*).

A C.O. of a station and a C.O. of a unit.

52. General Responsibility.—A C.O. is responsible to the air or other officer commanding for the maintenance of discipline and efficiency in, and for the proper administration of, the station and units or unit under his command.

53. Personal Responsibility of a C.O. and Delegation of Duties.—1. In the interests of efficiency a C.O. must remain ultimately responsible for the whole of the organisation and administration of his station or unit, but the detailed distribution of work between himself and his subordinates is left substantially to his discretion. Broadly, he should allocate to the responsible officers who are his immediate subordinates all matters of routine and minor administration, retaining for himself questions of general organisation, important matters requiring his personal attention and decision, and the general control and supervision in turn of the various duties which he has allocated to others. As a general rule, regulations are not framed so as to distinguish between duties which a C.O. must discharge personally and duties for which he is responsible, but may entrust to others. A C.O. should not, however, regard himself as bound to carry out a duty personally unless the regulation expressly requires his personal attention, or unless it is of such importance as not to be capable of delegation.

2. Subject to such general directions as may be given in regulations the extent and manner of delegation is left to the discretion of the C.O. to decide in accordance with the size and nature of the unit, the character and experience of the subordinate personnel and the varying circumstances of the moment. Notwithstanding any delegation authorised in the following paras. the C.O. will retain general responsibility and should keep in touch with the details of the daily life of his station or unit by occasionally seeing and carrying out a check of the documents in question.

3. If a C.O. has properly delegated a duty to his subordinate officer, and the latter through his fault causes a loss, the C.O. will not be held liable to suffer a penal deduction unless he has failed to exercise proper supervision over his subordinate or has by the negligent organisation of his unit contributed to cause the loss.

54. Responsibility and Functions of a Station Commander.—1. At all stations at home at which an establishment for station headquarters

Digitized by Google

exists, an officer will be appointed as station commander. At stations where two or more units are located but where such an establishment does not exist, the senior commander will assume the duties of a station commander. Where only one unit is located at a station the C.O. of the unit will assume responsibility and exercise the function of a station commander.

2. All units located at a station will come under the orders of the station commander, who will be responsible (subject to clause 5) for their training, discipline and administration (*see* para. **1138**, clause 6, as to discipline).

3. The senior equipment officer and the senior accountant officer at the station will be directly responsible to the station commander for the equipment and accountant duties of the station (*see* paras. **2721** and **2389**).

4. A station commander will not undertake responsibility for the casualty forms of the units located at a station, responsibility for which will rest with the C.O. of the unit.

5. At certain stations where units belonging to more than one command or group are located, the command of the units, including training, administration, and discipline, will be exercised through the station commander by the command or group to which the unit belongs. A group commander may, however, subject to Air Ministry approval, relieve the station commander of the responsibility for training, except so far as is necessary for the purpose of administration, discipline and general supervision. As regards the general administration of the station as a whole and as regards the administration of those services which are organised on a station basis (i.e. works, medical, rations, equipment, pay and pay accounting) the station commander will be responsible to the air or other officer commanding the command to which the station is allotted, as laid down in A.M.Os.

6. At certain stations where there are mobile units or units which may have to assume an independent existence at some future date the station commander will so arrange the administration of such units that they may be in a position to move from the station without delay.

7. A station commander will avoid interfering with orders or instructions issued by other superior officers to units or detachments quartered at the station, provided such orders do not interfere with the routine work of the station. In the event of orders being issued or administrative arrangements made which in his opinion conflict with his own station orders, he will represent his views to the officer concerned. If in his opinion immediate action is required he will deal with the matter on his own responsibility, reporting to superior authority the reasons for his intervention and the nature of the orders issued by him.

8. For the station system of accounting, *see* Chapter XXXV, para. **2721**.

55. Promotion of Good Feeling and Order.—A C.O. will, by advice and timely intervention, endeavour to promote a good understanding and to prevent disputes. He will discountenance any disposition in his officers to gamble or to indulge in extravagant expenditure. He will check any tendency among his officers to practical jokes.

Digitized by Google

56. Supervision of Duties.—A C.O. will supervise and control all duties performed by officers and others under his command.

57. Maintenance of Equipment.—The C.O. will be responsible that, so far as the regulations and the capacity of the station or unit will allow, all R.A.F. equipment on charge is maintained in repair (*see* para. **2415**).

58. Health of the Air Forces.—1. The C.O. of a station will pay particular attention to the preservation of the health of the air forces. Upon him will rest responsibility for the sanitary condition of his station, for ensuring that any defects are immediately brought to notice and remedied, and for the observance by the air forces of sanitary rules. He will incur grave responsibility if he neglects to act upon the advice given to him by the medical officer on any medical or sanitary matter, or if he neglects to secure for the medical officer such facilities, and co-operation on the part of the air forces, as that officer may reasonably require for the proper performance of his duties.

2. The unit commanders at a station will co-operate to the fullest extent with the C.O. of the station in the maintenance of health, and will be responsible to that officer for taking measures to ensure observance of proper personal hygiene by airmen under their command.

59. Parades and Inspections not to be held on Sunday, etc.—The visiting and inspection of barracks and other buildings will not, unless they are absolutely necessary, be performed on Sunday, Good Friday or Christmas Day, and the holding of parades, except for religious services on those days, will as far as possible be avoided: a C.O. will give directions accordingly.

60. Promulgation of Orders.—1. A C.O. will ensure that the accountant, equipment, and medical officers of his station are supplied with copies of all A.M.Os., and of all other orders, letters and publications affecting their departments and the performance of their duties.

2. He will ensure that all orders affecting officers and airmen, whether in the performance of their duties or in the conditions of their service, are given such publicity as will enable them to study and become acquainted with their contents. Orders relating to airmen's conditions of service will be read over to them and explained by a competent officer.

3. He will take steps to see that every officer and airman is provided with a personal copy of each amendment to such books and publications as they are required by regulation to have in their possession.

4. He will be responsible that office copies of official publications are regularly amended and kept up-to-date.

61. Standing Orders.—1. The C.O. of a station will issue standing orders (to be known as "Station Standing Orders") relating to his station. Where two or more units are located within a station, the standing orders will not contain instructions which may encroach upon matters over which C.Os. of units have individual responsibilities direct to higher authority.

2. The C.O. of a unit within a station comprising two or more units will issue standing orders (to be known as "Unit Standing Orders")

Digitized by Google

on subjects for which he is responsible direct to higher authority and with which the C.O. of the station is not concerned.

3. Station or unit standing orders will not reproduce extracts from these regulations or other orders or instructions issued by the Air Ministry but will be limited to matters peculiar to the station or unit, e.g. bounds, local flying instructions, station duties (*see also* para. **865**, clause 10). They will include an order that civilian personnel employed on a station are responsible for making themselves acquainted with standing orders that affect them. The attention of all civilians commencing duty on a station will be drawn to this order and C.Os. will ensure that copies of standing orders are placed where they can be seen by all civilians. The head note of standing orders issued under this para. will read as follows:—"Published under para. 61, King's Regulations."

4. All station and unit standing orders will be reviewed annually.

62. Possession of Publications by Officers and Airmen.—A C.O. is responsible that every officer and airman under his command is in possession of a personal copy of such books of regulations and handbooks as he is required under para. **2352** to hold, and that he keeps them corrected up to date.

63. Efficiency, &c., of Officers to be Reported.—It is the duty of a C.O. to bring specially to the notice of an inspecting officer any officers distinguished for proficiency in their duties. He will also bring to notice those who, from incapacity or apathy, are deficient in knowledge of their duties, or who do not afford him that support which he has a right to expect or who conduct themselves in a manner injurious to the efficiency or credit of the R.A.F.

64. Courts of Inquiry—Instruction in Procedure.—A C.O. will take steps to educate the officers under his command in court of inquiry procedure and in the general regulations relating to such inquiries. To this end he will arrange for officers, as he may consider desirable, to attend any court of inquiry which may be held at his station.

65. Instruction.—1. A C.O. is responsible for the systematic and efficient instruction of officers and airmen under his command in all their professional duties, and will provide such facilities as are possible with the resources available for their preparation for examination for promotion.

2. He will encourage officers and airmen by every means at his disposal to avail themselves of the opportunities provided for improving their general education.

3. He will encourage junior officers of the general duties branch to fit themselves for the duties of adjutant and will afford them facilities accordingly.

66. Flying Practice.—The C.O. of a flying unit will be careful to set a good example by keeping himself in constant flying practice, and by frequently flying every type of aircraft with which the unit is equipped so as to maintain amongst the pilots a high standard of morale. He

Digitized by Google

will afford such facilities as are possible to enable officers of the general duties branch employed on ground duties to keep themselves in flying practice as required by para. **695.**

67. Courtesy to All Ranks of Society.—A C.O. should impress upon all persons under his command the propriety of courtesy in intercourse with all ranks and classes of society, and should particularly caution them to pay deference and respect to civil authorities.

68. Relations with Chaplains.—1. The C.O. of a station will take care that a chaplain, or officiating chaplain, is treated at all times by officers and airmen with the respect due to his office, and that he is not required to perform any executive duties, in order that nothing may interfere with his being regarded by all ranks as their friend and adviser.

2. He will render a chaplain, or officiating chaplain, every assistance, and grant him every reasonable facility for the efficient performance of his duties.

3. He will give directions to ensure that a chaplain is known and addressed, both officially and otherwise, by his ecclesiastical title and not by the rank title equivalent to his relative status in the R.A.F. This, however, does not modify the regulations contained in Chapter V as to paying compliments: a chaplain will be paid the compliments which are due to an officer of his relative rank.

69. Newspaper Advertisements.—A C.O. will not sanction the insertion of any advertisement on the public service in any publication without prior approval. Whenever an advertisement on the public service is considered necessary, a draft of the advertisement proposed will if the unit is serving at home be forwarded, through the usual channels, to the Air Ministry, or if the unit is serving abroad to the air or other officer commanding.

70. Responsibility for Non-Public Funds.—1. The C.O. of a station is responsible that all non-public funds raised in, or granted to, his station are properly applied with special reference to the object of each fund for the benefit of the personnel of the station as a whole, or in certain cases, for the benefit of the subscribers to the fund. His position in relation to such funds is that of a trustee for the personnel of his station, and he will supervise and control the committees formed for their management. If such funds are deposited for safe custody with the accountant officer the C.O. will ensure that they are duly accounted for on Form 885, and shown in the cash balance statement on the occasion of every check of public funds under para. **71.** In no circumstances will a C.O. require or permit an accountant officer to have any part in the receipt or disbursement of non-public monies, except as provided for in para. **2745,** nor to keep, or be responsible for, the accounts of such non-public funds, although the accountant officer may, if required, give advice on the subject.

2. Public funds cannot take any responsibility, actual or implied, for losses of non-public funds.

Digitized by Google

2A. The. C.O. will ensure that the accounts are kept in accordance with A.Ps. 1407, 1408 and 1409 (Standard Instructions for keeping Non-Public Accounts).

3. He is responsible that the accounts in connection with non-public funds are duly audited as required by para. **1346,** and, with a view to ensuring that no account escapes the notice of the audit board, will call annually for a complete return of all non-public funds of whatever nature kept in the units under his command to be rendered by the officers responsible for the accounts of such funds. He will add to the proceedings of the board a certificate to the effect that all non-public accounts have been audited and that balance sheets therefor are included with the proceedings.

4. *Deleted.*

5. In order to safeguard non-public funds, C.Os. will arrange for a check of the cash in hand and at the bank to be made at uncertain periods, but not less than once in three months. Such a check may, at the discretion of the C.O., be carried out by an officer not below the rank of flight lieutenant who is not concerned with the administration of the fund.

71. Responsibility for Public Funds and Accounts.—1. A C.O. is responsible for exercising effective supervision over the accounts of his station. He is to satisfy himself that the accountant staff are efficiently and promptly performing the duties assigned to them, and he will carry out the following instructions:—

(*a*) Before authorising a requisition for money he will ascertain that the amount demanded is reasonable.

(*b*) He will carefully scrutinise all bills, claims and demands for money, before approving them.

(*c*) He will ensure that payments to airmen are made as directed in Chapter XXXV.

(*d*) He will remove any causes for money transactions to be conducted other than by strict service methods.

(*e*) He will count and verify (as laid down in (*f*)) the balance of public money in the accountant officer's charge, both that in hand and at the bank, and compare it with that shown by the cash book on the following occasions:—

(i) On taking over the command (*see also* para. **73**).

(ii) Before transactions occur on the first day of a calendar month. When signing the monthly cash account (Form 882 or 883) the C.O. will certify that he has compared and agreed the balances shown above his certificate with those in the cash book which were checked by .....on..... He will also insert in words in the statement of balances the amount of the total cash in hand.

(iii) At uncertain periods " surprise " checks will be carried out independently of any of the routine checks enjoined by (i), (ii) or (iv) of this sub-clause, which will not be regarded as removing the necessity for a periodical surprise

Digitized by Google

check. The interval between one surprise check and the next should vary frequently, but should always be less than three months.

(iv) On the removal or death of the accountant officer.

(v) On the closing down of the unit.

(*f*) He will have before him, at one and the same time, the whole of the cash, including money deposited for safe custody (*see* para. **2745**), the bank pass books and the bank certificates of balances, and the accountant officer's cash books, relating to the accounts operated by him, together with separate statements prepared by the accountant officer of the outstanding drafts, and will satisfy himself that the balances shown to be in hand by the cash books are actually held either in cash in the hands of the accountant officer or at the bank. On the occasion of the checks under (*e*) (i), (iii) and (iv) he will himself independently obtain direct from the bank the bank certificate of balances and the bank pass books made up to the date and hour of the check. If for any unavoidable reason it is impossible for the check under (*e*) (ii) to be carried out before transactions occur on the first day of the calendar month, the C.O. will personally satisfy himself as to any interim banking or other transactions which may have taken place. The C.O. will check the lists of drafts outstanding on the occasion of the previous check, either clearing them with the pass books or seeing that they are included in the lists of drafts outstanding at the date of the new check. Drafts which have been outstanding over three months will be specially investigated with a view to the items being debited in the cash books as " drafts outstanding, null and void." The lists of outstanding drafts for the current account (except those still outstanding from the prior check, which have already been investigated) will then be carefully reviewed. Drafts drawn to " self " for cash should not be " outstanding "; if such an outstanding draft does exist, the accountant officer should be required to produce it and to explain fully why it has not been cashed. Drafts outstanding drawn in favour of other unit accounts (messing accounts of airmen, officers' mess accounts, service institute accounts, etc.) should be referred to the officers responsible for such accounts, and such general scrutiny applied as will satisfy the C.O. that the drafts, as entered in the cash books, have actually been drawn on the public service.

(*g*) (i) On the occasion of the check under sub-clause (*e*) (iii) the cash book will be ruled off and balanced, and the C.O. will insert therein in his handwriting both in words and figures the total of the cash balance in hand and the amount of the balance at the bank less the sum of the outstanding drafts as agreed by him, and sign and date the entries. The balancing entries in the cash book and the name of the officer signing as having checked the balances together with all the entries made in his handwriting will be included in the copy of the cash book rendered under para. **2753.**

(ii) On the occasions of the checks under sub-clauses (*e*) (i), (ii), (iv) and (v) the C.O. will countersign the cash balance statement (*see* para. **2758**) after satisfying himself that the balances are correct. He will also insert in his handwriting both in words and figures the amounts of the cash and bank balances agreed

Digitized by Google

by him and sign and date the entries. All the entries made by the checking officer and the name of the officer signing as having made them will be included in the copy of the cash book rendered under para. 2753.

(*h*) He will see that the accountant officer does not keep more money in his safe than is required for immediate needs.

(*j*) He will ensure that, on the removal of an accountant officer, the necessary steps are taken for an immediate examination of the cash and other accounts for which the latter is responsible. He will also instruct the bank that the superseded accountant officer is no longer authorised to operate the public banking account (and/or any other banking account which he controlled in his official capacity) and will take steps to secure the nomination of another officer to operate the account as detailed in para. 2740.

(*k*) If the accountant officer dies, and until a relief is posted, he will direct the next senior accountant officer to take charge. When there is no other accountant officer available, he will depute a commissioned officer to take over the duties and he will then sign all drafts and cheques himself.

(*l*) He will see that the casualty forms (Forms 739, 747 and 855) are compiled and issued in accordance with the directions contained in para. 867.

(*m*) He will be responsible for furnishing such guards or pickets as may be necessary for ensuring the safety of public money in the charge of the accountant officer.

(*n*) *Deleted.*

(*o*) He will ensure that railway warrants are kept and issued as laid down in para. 3058.

2. Failure to carry out due supervision will involve financial responsibility on the part of the C.O.

3. The routine duties of the C.O. under this para. may, at his discretion, be carried out by a subordinate officer not below the rank of squadron leader and the expression " C.O." in this para. will be interpreted accordingly. *See* para. 53.

72. Responsibility for Equipment and Supplies.—1. A C.O. is directly responsible for all R.A.F. equipment and supplies which may be under his control or on his charge as C.O. and for the accounting records relating to them. The delegation of certain duties to his subordinates in no wise relieves him of this responsibility.

2. He is responsible that all R.A.F. equipment and supplies in his station or unit are dealt with in accordance with the regulations; that the safeguarding, maintenance in a serviceable condition, utilisation and disposal of R.A.F. equipment and supplies are carried out conformably to the instructions issued by the Air Ministry or by his superior officers; and that the personnel under his command is familiar with the orders issued from time to time. He is to make frequent inspections to satisfy himself that the regulations are being observed.

3. He is responsible that R.A.F. equipment and supplies are not used otherwise than on the public service without special authority.

4. He is responsible that any circumstance or occurrence discovered or reported to him, which may, in any manner, be detrimental to public property, is immediately investigated and dealt with in accordance with the regulations.

5. He is responsible that no change or modification of pattern is made without proper authority. When a modification is ordered, he is responsible that immediate action is taken to comply with the order with respect to all R.A.F. equipment in his station or unit to which the modification may apply.

6. He is responsible that any mobilization equipment placed in his charge is dealt with in accordance with the regulations issued in respect of such equipment.

7. He is from time to time to examine the ledgers, account books, and other documents or records, respecting the R.A.F. equipment and supplies held by his station, or unit, and is to satisfy himself that such books and documents are kept in accordance with the regulations, and are not allowed to fall into arrears.

8. He is responsible that the periodic stocktakings, as laid down in paras. **2416** and **2668**, are carried out, and is to make use of the information obtained thereby to satisfy himself that the records available in the accounting section convey a true statement of the R.A.F. equipment and supplies that should be actually in his station or unit.

9. When a change of the command of a station or unit occurs, the officer who is being relieved will be responsible that the handing over of equipment takes place in accordance with the instructions laid down in A.P. 830 (*see also* paras. **73** and **1600**).

10. He will issue the necessary instructions to ensure that every article of R.A.F. equipment and supplies within his station or unit is placed specifically in the charge of an individual, and that the responsibility for that article is recorded, in the case of R.A.F. equipment, in the accounts as a charge against that individual.

11. He will see that an officer, airman or civilian employee does not leave the station without obtaining a clearance certificate on Form 578 as laid down in para. **2428.** When a subordinate commander, accountant officer or equipment officer is leaving the station, the C.O. will see that handing-over certificates in addition are prepared and disposed of as directed in para. **2427.**

12. He is liable to be held responsible for any loss of, damage to, or improper use of, R.A.F. equipment or foodstuffs supplied to his station or unit unless he can clearly establish to the satisfaction of his superior officers that the following points have been complied with:—

(*a*) That he has arranged an efficient organisation to give effect to the regulations.

(*b*) That he has taken all possible steps to ensure that this organisation is carried out.

(*c*) That in any circumstances where he or his subordinates have been unable to comply with regulations, or in the event of conditions arising under which they have been in any way unable adequately to safeguard the equipment in their charge, he has submitted a report of the circumstances in writing to higher authority.

Digitized by Google

73. Handing-over Certificate on Change of Command.—1. When the C.O. of a station or unit is relieved by another officer, handing-over certificates will be prepared in the following form:—

" (Self-Accounting Units only).

(a) I hereby certify that I have this day taken over the command of.....

(b) I have counted and verified in the manner prescribed in King's Regulations and Air Council Instructions (*see* para. 71, clause 1 (e), (f) and (g)), all balances of money in the accountant officer's charge, both that in hand and at the bank, including public money, airmen's messing account monies and monies held for safe custody, and am satisfied that all cash accounts relating thereto are correct and in order.

(c) I am also satisfied that as far as I am able to ascertain*, the stocks and stores (R.A.F. equipment and supplies) and the accounts relating thereto are in order (see A.P.830, Vol. I, Chapter 12) *with the exception of those detailed in the annexed list*†.

(d) I have checked the balances of cash in hand and at the bank (including investments) of all non-public funds of my command as detailed below and have certified to that effect in the cash accounts of these funds. After examining the books of account and the last balance sheet I find that these accounts are satisfactory and are not in arrear.

(i) Officers' Mess
(ii) Sergeants' Mess
(iii) Station Institute
(iv)
(v)

(e) I hereby certify that all secret and confidential publications have been checked in accordance with King's Regulations and Air Council Instructions, para. 2243.

(f) I am satisfied that—

(i) the station reference library,
(ii) the maps and charts account,

have been checked and found correct, and that the records in connection therewith are up to date and in order.

.....Signature as taking over command of.....

Certified that I have this day handed over the command of.....

.....

and have brought to the notice of the Commanding Officer all outstanding correspondence and other matters concerning the command of which he should be informed.

.....Signature as having handed over the command of.....

.....

Station.....

Date....."

* A complete certificate will be given when stocks are verified.

† The words in italics will be struck out if everything is to the satisfaction of the officer taking over command.

Digitized by Google

2. The certificates will be completed in quadruplicate, two copies being forwarded, through the usual channels, to the air or other officer commanding, and one copy being retained by each of the two officers concerned.

3. *See also* paras. **71,** clause 1 (*e*) (i), **72,** clause 9, **882,** clause 6, **1678** and **2243.**

Section II.—Instructions for Officers generally.

84. Responsibility for Public and Non-Public Money and for Payments and Recoveries.—1. An officer entrusted with public and non-public money will keep such an account of his cash transactions as may be required by regulation; any book in which this account is required to be kept will be retained under lock and key in the officer's own custody. Every officer charged with making payments will make them himself: he is personally responsible for any sum of money he may entrust to subordinates.

2. If an officer loses any public or non-public money placed in his charge, he will report the fact forthwith to his C.O.

3. Except as provided in para. **1720,** or when specially authorised by the Air Ministry under para. **2722,** clause 4A, or in other Air Ministry instructions, an airman is not to be subjected to the risk of loss by having public or non-public money placed in his charge.

4. An officer who expends, or sanctions any expenditure of, public money without due authority will be held personally responsible for such expenditure.

5. It is the duty of every officer, airman or civilian in public employ to report to the officer charged with the accounting duties of the unit with which he is serving, through the recognised channels, any service or supply that comes to his knowledge for which payment is due to public funds. (The regulations provide for the procedure for ordinary services on payment and receipts of public money, but abnormal services arise from time to time that cannot be legislated for.)

85. Responsibility for Material.*—1. Every officer placed in charge of material is responsible for its safe custody, and that all articles are used in a proper manner and solely in the public service.

2. He will make a report forthwith to his C.O. of any loss or damage that occurs in respect of the material in his charge.

3. He will issue orders to his subordinates to ensure that the utmost economy is exercised in the consumption of material.

86. To Supervise and Assist Juniors.—An officer will make himself thoroughly acquainted with the professional abilities and acquirements of all ranks placed under his supervision. He will render them every encouragement and assistance within his power in their efforts to improve their professional knowledge and efficiency.

87. Relations with Foreign Officers.—All officers in their relations with officers of foreign nations, are, if they meet them in His Majesty's

* This word has here the meaning assigned to it in para. **2445.**

Digitized by Google

dominions, to show them such attention and respect as their rank and condition may entitle them to, and are to offer such assistance as they may stand in need of and as a power in amity with His Majesty may reasonably expect. If they meet them in any foreign place, they are, in addition to fulfilling all the obligations of international courtesy elsewhere described, to be careful to avoid causes of offence and to show due deference to the regulations and customs of the place.

88. The Adjutant—General Duties.—The general duty of the adjutant is to assist his C.O., and see that his instructions and wishes are carried out by all ranks. He should attend to all purely routine matters with a view to giving his C.O. more time to study the general efficiency of the unit or station. He is responsible for, and must generally supervise, office routine, and co-ordinate the work of all branches, including stores and accounting. It is his duty to report to his C.O. any irregularities which come to his notice, either officially or otherwise. He must bear in mind that, as the confidential staff officer of the C.O., it is his duty to avoid friction, and to ensure that the general routine of the station works smoothly and efficiently, and, in order to do this, he must exercise considerable tact in his relations with the senior officers on the station. He is responsible that the attention of the C.O. is drawn to all orders that affect the unit or station.

89. Specialist Officers.—All officers and warrant officers detailed for specialist duties in units will be responsible to their C.Os. that such duties are carried out in accordance with the manuals appropriate to their duties.

90. Engineer Duties.—1. The senior officer posted to a station for engineer specialist duties will be responsible to the C.O. for the engineer duties of the station as laid down in the Engineering Manual (A.P.1464). He will be known as the station engineer officer.

2. The station engineer officer will be adviser to the C.O. of the station on engineer questions relating to airframes, aero-engines, technical equipment not appropriate to other specialist officers, and, where necessary, M.T. and marine craft, and will be responsible to him for the general co-ordination of their inspection and repair throughout the station. He will also be responsible for all technical administration in relation to engineer questions and will co-operate with the station education officer to assist airmen of the appropriate trades to reclassify or remuster, and to ensure that these and other airmen are given opportunities of maintaining their skill of hand.

3. The station engineer officer will be responsible for the work done in the station workshops, and for the technical supervision of the M.T. and marine craft sections, except where control of these sections may be delegated to officers specially appointed by the C.O. The detailed control of workshops and sections will normally be delegated to the warrant officer engineer or senior N.C.O. of the appropriate trade.

Digitized by Google

SECTION III.—INSTRUCTIONS RELATING TO PARTICULAR BRANCHES OF THE SERVICE.

98. Instructions for Chaplains.—1. A chaplain is to be most careful that the morality of his conduct and propriety and regularity of his manners and conversation are such as become his sacred office.

2. He is free, should he be willing and his work permit, to assist in the many activities (physical and social) of his station, but in no sense are such to be regarded as a necessary part of his duties, nor is he to be ordered to undertake any such work. He is not to undertake the post of prisoner's friend in courts martial, nor otherwise act in any way which may lead him to abandon a position of strict impartiality.

3. As a commissioned officer he comes under the same regulations for order and discipline as other officers, and is responsible in these matters to the C.O. of his station.

4. He is responsible to his C.O. for conducting services, the reading of daily prayers, and the visiting of the sick and airmen in detention, but in all matters spiritual and ecclesiastical he is under the authority of the Chaplain-in-Chief, or the principal chaplain of his particular denomination.

5. He may be directed by the air or other officer commanding a command or group to minister in hospitals, or in units temporarily established, for which other provision has not been made.

6. Should more than one chaplain of the same denomination be borne in a station, the senior will be responsible to the C.O. for the performance of the duties appertaining to that denomination.

7. He is to be very assiduous in his attendance on the sick, choosing such times as may be most fitting after consultation with the medical officer.

8. He is responsible generally for the building set aside as a church for the use of his denomination.

9. He will be careful to give regular religious instruction to all apprentices and boy entrants belonging to his church at such times and in such places as may be arranged after consultation with his C.O.

10. He is not entitled to accept a fee in respect of any service which he carries out in his official capacity or as part of his air force duty, nor for furnishing to officers and airmen or their families, copies required of certificates of baptism, marriage or burial.

11. A principal chaplain is responsible for the supervision of all matters relating to his denomination at all stations at home. He is authorised to correspond direct with the Air Member for Personnel, Air Ministry, on such matters.

12. All commissioned chaplains belonging to the Church of England are required to hold a special licence from the Archbishop of Canterbury. The licence will be obtained by the Air Ministry on the chaplain's behalf as soon as he is appointed. The fee of 10*s.* 6*d.* which is payable to the archbishop's registrar in respect of the issue of the licence will be recovered from the chaplain by the Air Ministry.

Digitized by Google

99. Medical and Dental Officers.—The instructions for medical and dental officers are laid down in Chapter XIX.

100. Equipment Officers.—The instructions governing the duties of equipment officers are laid down in A.Ps. 112 and 830, and in Chapter XXXI of these regulations and in Chapter XXXIV as regards supplies generally.

101. Accountant Officers.—1. The main instructions governing the duties of accountant officers (including officers other than accountant officers when engaged on accounting duties) are laid down in Chapter XXXV for pay and cash duties, and in Chapter XXXI and A.P.830 for stores duties.

2. The senior accountant officer at the headquarters of each R.A.F. command, known as the command accountant, is responsible, under the air or other officer commanding, for the general supervision of the personnel and duties of the accountant branch within the command. For fuller details, *see* para. **2720.**

3. The accountant officer of a station will be the adviser and assistant to his C.O. in all matters in which his accounts and accounting knowledge can aid in the administration of the station. The C.O. should therefore ensure that the accountant officer is normally made aware of all matters having a definite financial or accounting importance (or which may assume this importance at a later stage) even though the matters in question may be primarily the concern of some other officers on the station. It is the duty of other officers to give all proper facilities to the accountant branch for the conduct of its special duties.

4. It is the duty of the accountant officer to bring to the notice of the C.O. without delay any irregularity or serious delay or oversight affecting the accounting work of the station or any loss or misuse of equipment of which he becomes aware.

5. The accountant officer of the station or unit (or the command accountant abroad—*see* paras. **2903** and **2917,** clause 2) carries out all local services involving the payment or recovery of money (unless these are expressly delegated to other officers or to sub-accountants), and in all cases the primary documents relating to the transactions will be passed to him.

102. Legal Officers.—1. Legal officers posted for duty at home will be attached to the office of the Judge Advocate General, within which they will form an air force department. They will be available to proceed to the headquarters of commands, groups or formations to advise officers in command. Officers may be posted for legal duties in commands abroad.

2. The duties of the air force department of the office of the Judge Advocate General will be as follows:—

(*a*) To advise and assist convening officers upon questions which present difficulty in connection with proposed proceedings of courts martial, particularly in regard to the framing of charges and collection of evidence in cases of fraud, theft, indecency, civil or other offences of an unfamiliar kind.

Digitized by Google

(*b*) To provide, if necessary, a prosecutor at trials in intricate cases or where an accused is represented by civilian counsel. Where an accused is not so represented, to advise as to the necessary steps to safeguard his interests.

(*c*) To advise air officers, if desired, upon legal questions arising in connection with the exercise of summary jurisdiction under Section 47, Air Force Act.

(*d*) To advise and assist air officers and commanders of formations upon legal questions arising in connection with important courts of inquiry, particularly those involving the investigation of public and service accounts. (If necessary, in complicated cases, to provide a member of the court.)

(*e*) To conduct periodical courses of instruction in the administration of air force law.

3. Legal officers will not be employed to advise on claims by members of the public against the Crown or air force personnel or in analogous cases involving questions of civil law. These matters will be referred to the Air Ministry after investigation by the air or other officer commanding.

4. *Deleted.*

5. The functions of legal officers, except when detailed as prosecutor at a court martial or as a member of a court of inquiry, will be purely advisory. They will, so far as circumstances admit, give such advice as may be desired by commanders of formations, on the lines indicated above, but they will not be employed on any executive duty in connection with the preparation for, and convening of, courts martial or courts of inquiry, nor will they in any way relieve commanders and their staffs of their duties and responsibilities in investigating cases and making the necessary arrangements for their disposal by courts martial or otherwise.

103. Duties of the Deputy Judge Advocate General.—1. An officer appointed as a Deputy Judge Advocate General in a command abroad is primarily and at all times the deputy and representative of the Judge Advocate General and as such is the responsible adviser to the air or other officer commanding in all matters of law and legal procedure other than contracts, claims or other questions of civil law. He should not, therefore, except in emergency, be employed on executive duties, though he may properly assist the staff officers of the command in an advisory capacity in the discharge of their executive disciplinary functions. He should have direct access to the air or other officer commanding.

2. For convenience, an officer may combine the duties of Deputy Judge Advocate General with those of a legal officer as laid down in para. **102**, provided always that he does not take any executive part in any disciplinary proceedings on the legal propriety and effect of which he will subsequently be required to advise the air or other officer commanding. In particular he should not—

(*a*) act as prosecutor at a court martial or as a member of a court of inquiry in any case within the scope of his appointment;

(*b*) act as judge advocate in any trial by court martial within the command;

(*c*) be employed on any executive duty in connection with the preparation for or assembly of courts martial or courts of inquiry (e.g. he should not sign orders for trial or assembling orders).

Digitized by Google

CHAPTER IV.

COMMAND, RELATIVE RANK AND PRECEDENCE.

111. Exercise of Command.—1. Retired officers and officers of the reserves and auxiliaries will exercise command only when—

(*a*) employed on full pay in the circumstances indicated in paras. **119** to **121**;

(*b*) employed on civil rates of pay, if commissioned in Class "CC" of the Reserve of Air Force Officers;

(*c*) specially detailed to perform air force duty by the officer commanding the station.

2. The senior officer of the general duties branch serving at a station, or in a unit, will command except where an officer of any other branch has been posted to command.

3. When a station is normally commanded by an officer of the general duties branch the next senior officer of that branch serving at that station will, irrespective of the unit to which he belongs, assume command in the absence of the officer posted for the duty.

4. If the station is normally commanded by an officer of a branch other than the general duties branch the command, in his absence, will, subject to clauses 5 and 6, devolve upon the next senior officer of either the general duties branch or of the branch to which the officer normally in command belongs. Where two officers of different branches are of the same seniority, the air or other officer commanding will decide who shall take command. These principles will also apply to the command of a group, wing or unit.

5. If a maintenance unit is normally commanded by an officer of a branch other than the general duties branch, the command in his absence will devolve upon the next senior officer of the general duties, equipment, technical or administrative and special duties branch, regardless of the branch to which the officer normally in command belongs.

6. A medical unit may be commanded by a medical officer only, and a dental unit by a dental officer only.

7. If, under clauses 3 to 5, an officer who would be called upon to command is not considered suitable, or if special circumstances render it desirable, another officer may be detailed by the air or other officer commanding, or, for a unit under the direct control of the Air Ministry, by the Air Ministry, provided that an officer so detailed shall not hold a rank lower than that held by any officer of the general duties branch serving under him.

8. If a situation arises which is not expressly covered by clauses 1 to 7, the circumstances will be reported to the Air Ministry.

9. Except so far as he is called upon to take command of a station or unit by the operation of clause 2, 4, 5 or 6, an officer not being an officer of the general duties branch will not exercise any command outside his own branch other than over such officers or airmen as may be detailed for duty or treatment under his orders (but *see* para. **1077**).

10. An officer will not be eligible to assume command whilst undergoing a course of instruction or attached for temporary duty.

Digitized by Google

11. Honorary rank or an honorary commission carries with it no executive command.

12. *See* para. **112A** as to officers holding appointments on the staff of a command or group headquarters.

112. Officer in Temporary Command.—An officer in temporary command of a unit or station will not issue any standing orders, nor alter those which are at the time in force, nor authorise the application of funds to any purpose other than the ordinary current expenditure, without reference either to the permanent C.O. or superior authority. On the other hand, an officer while absent from, and not in the exercise of, his command, cannot issue orders relating to such command.

112A. Staff Appointments.—The senior staff officer of a department of the staff (air, personnel or equipment) of a command or group headquarters will normally be appointed as such, but in the absence of such an appointment the senior officer on the staff of the department concerned (as distinct from an officer attached to the staff in an advisory capacity) will act as senior staff officer in that department, irrespective of the branch of the service to which he belongs.

113. Chaplains.—1. A chaplain is given relative air force rank solely for the purpose of defining his status as regards precedence, discipline and administration in relation to other officers and to officers of the other services. He will not, by virtue of that rank, be eligible to exercise any executive command, or claim any advantage as regards emoluments, effective or non-effective, or retirement.

2. A chaplain will rank as follows in relation to other air force officers:—

As air commodore	Chaplain-in-chief;
As group captain	Chaplain with 20 years' service,* or when posted as principal chaplain;
As wing commander	Chaplain with 15 years' service;*
As squadron leader	Chaplain with less than 15 years' service;*

provided always that whenever the Air Council so determine a chaplain may be granted such other relative rank as may be notified in the *London Gazette*.

114. Members of the Nursing Service.—Members of the nursing service (though not subject to the Air Force Act except when on active service) are governed and administered as far as may be, as officers of the R.A.F. In all matters connected with their professional duties in and around hospitals and sick quarters, they will be regarded as having authority next after officers of the medical branch and are to be obeyed accordingly. In conformity with the etiquette of the service they will at all times be accorded the same salutes and other marks of respect as are prescribed for officers.

* Service reckonable towards retired pay as laid down in para. **3561.**

Digitized by Google

115. Unit or Detachment Quartered away from its Station.—When any unit or detachment is quartered at a station other than at which it is normally located, it will automatically come under the station commander for purposes within the competence of that officer. (*See also* para. **54.**)

116. Relative Rank and Seniority.—1. Except where an antedate of seniority is specially granted by the Air Council, the relative seniority of officers of all branches of the R.A.F. of the same substantive rank will be determined by the respective dates of their appointment or promotion to that rank in the R.A.F. Where two officers of the same rank have been gazetted to such rank with effect from the same date, their relative seniority will be determined by the order in which their names appear in the current *Air Force List*.

2. Short service officers of the general duties branch who, on first appointment, undergo the same course of initial flying instruction and join not later than 14 days after the course commences, will be given seniority from a common date. On confirmation in their appointment, the seniority among themselves of those who are confirmed with effect from the same date will be adjusted in accordance with their order on the passing-out list.

3. A naval or marine officer who is granted a temporary commission in the R.A.F. while attached for service with the Fleet Air Arm may count towards seniority in his air force rank any period up to a maximum of 2½ years during which he continues to hold that commission while employed on general naval or corps duties.

4. An Army officer, on resecondment to the R.A.F., will take rank and precedence as a flying officer (with honorary rank corresponding to any relatively higher Army rank held). Former service in the R.A.F. in the same or higher rank will count towards seniority.

117. Acting Rank.—Officers who are detailed under para. **3416** to act temporarily in a higher rank will take rank among themselves according to the dates of their seniority in their substantive rank. They will take command and precedence below all officers holding substantive rank corresponding to their acting rank.

118. Prisoners of War.—When officers or airmen become prisoners of war, the ordinary air force relations of superior and subordinate, and the air force duty of obedience, remain unaltered. Any such prisoner who is guilty of insubordination or other breach of discipline in respect of his superior will be required to answer for his conduct when released.

119. Reserve of Air Force Officers.—1. Except as provided in clause 2 and in para. **120**, clause 2, officers of the Reserve of Air Force Officers will rank as junior to all regular officers of the same rank, but senior to all officers of the R.A.F. Volunteer Reserve or of the Auxiliary Air Force of the same rank.

2. When called up for service, or when serving voluntarily (except as officers of Class "CC"), with the R.A.F., officers of the Reserve of Air Force Officers will take command and precedence with regular officers as if they had been appointed to the R.A.F., in the reserve rank in which they are employed, from the date of their being called up, or commencing to serve with the R.A.F., as the case may be, or, if they are promoted

Digitized by Google

whilst called up or serving with the R.A.F., from the date of such promotion. Officers to whom para. **3543,** clause 3, applies will, however, continue to take command and precedence as if they had not been transferred to the reserve and called up for service.

120. Volunteer Reserve and Auxiliary Air Force Officers.—1. Except as provided in clause 2, officers of the R.A.F. Volunteer Reserve will rank as junior to officers of the R.A.F. or of the Reserve of Air Force Officers of the same rank. Similarly, officers of the Auxiliary Air Force will rank as junior to officers of the R.A.F. or of the Reserve of Air Force Officers of the same rank. The seniority of officers of the R.A.F. Volunteer Reserve in relation to officers of the Auxiliary Air Force will be determined by the dates of appointment or promotion.

2. When any portion of the R.A.F. Volunteer Reserve or of the Auxiliary Air Force has been called out or embodied, officers of that portion of the R.A.F. Volunteer Reserve or the Auxiliary Air Force will take command and precedence with officers of the R.A.F. and of the Reserve of Air Force Officers with whom they are serving as if they had been appointed to the R.A.F. in their R.A.F. Volunteer Reserve or Auxiliary Air Force rank from the date of their being called out or embodied, or, if they are promoted whilst called out or embodied, from the date of such promotion. A similar rule will apply to an officer of the R.A.F. Volunteer Reserve or the Auxiliary Air Force when serving voluntarily with the R.A.F.

121. Retired Officers Re-employed as Officers.—1. An officer on the retired list who is re-employed as an officer in the rank and branch in which he was serving at the time of retirement will retain the seniority in the substantive rank which he held at the time of his retirement and will take command and precedence with other officers of the R.A.F. in accordance with that rank and seniority.

1A. An officer on the retired list who is re-employed in a substantive rank lower than that in which he was last employed on the active list will take seniority in that rank as from the date of his re-employment and will take command and precedence with other officers of the R.A.F. in accordance with that rank and seniority.

1B. An officer who on reaching the compulsory retiring age for his branch and rank is retained under para. **3543,** with no break in his service, but in a substantive rank lower than that in which he was employed at the date of reaching the compulsory retiring age, will take seniority in that lower rank as from the date on which he attained it originally. He will take command and precedence with other officers of the R.A.F. in accordance with that rank and seniority.

2. An officer on the retired list who is appointed to a commission in the Reserve of Air Force Officers, the R.A.F. Volunteer Reserve or the Auxiliary Air Force will take command and precedence as prescribed for officers of those forces in paras. **119** and **120** respectively.

122. Employment Outside the R.A.F.—An officer employed in a dominion or colonial air force appointment, or civil appointment, on the staff of a civil governor, under a foreign government, or in any other special employment (except with the Indian Air Force) will not be entitled by virtue of his air force rank, to assume any air force command in the

Digitized by Google

R.A.F. unless posted for air force duty by the Air Council. He will be liable, however, in case of necessity, to serve on courts martial, or to perform such air force duty as the Air Council may direct.

123. Precedence of Airmen.—1. Warrant officers will take precedence after commissioned officers but before all other airmen and, amongst themselves, according to the date of their promotion to warrant rank.

2. Airmen of the rank of warrant officer, 2nd class, will take precedence after warrant officers, according to the date of their promotion to warrant rank.

3. Airmen below the rank of warrant officer will take precedence amongst themselves, in ranks or classes, in the following order:—

Non-commissioned officers.
Flight sergeant.
Sergeant.
Corporal.

Aircraftmen.
Leading aircraftman.
Aircraftman, 1st class.
Aircraftman, 2nd class.

Apprentices and boy entrants.
Sergeant apprentice.
Corporal apprentice or corporal boy.
Leading apprentice or leading boy.
Apprentice or boy entrant.

An airman below the rank of corporal is not the superior of another airman although he may hold a higher classification.

4. Airmen of the same rank or class will take precedence amongst themselves according to the date of their promotion or classification.

5. Airmen holding acting rank will take precedence next after those holding corresponding substantive or temporary ranks and, amongst themselves, according to the dates they attained their acting ranks.

6. Airmen promoted or appointed to a rank or classification on the same day will take precedence in that rank or classification in accordance with their position at that date on the promotion roster for their respective trades. Airmen whose relative position cannot be determined in this manner will take precedence according to the order in which they attained their rank or classification as indicated in the official rolls kept by the Officer i/c Records.

7. (*a*) Except as provided in sub-clause (*b*), airmen of the Auxiliary Air Force will rank as junior to all airmen of the R.A.F. of the same rank or classification.

(*b*) When airmen of the Auxiliary Air Force have been called out or embodied, they will take precedence with regular airmen with whom they are serving as if they had been promoted or classified in the R.A.F. in their Auxiliary Air Force rank or classification from the date of their being called out or embodied, or, if they are promoted or reclassified while called out or embodied, from the date of such promotion or reclassification.

Digitized by Google

8. (*a*) Except as provided in sub-clause (*b*), airmen of the R.A.F. Volunteer Reserve will rank as junior to all airmen of the R.A.F., but their seniority in relation to airmen of the Auxiliary Air Force will be determined by the dates of classification or promotion.

(*b*) When called up for service, airmen of the R.A.F. Volunteer Reserve will take precedence with regular airmen and airmen of the Auxiliary Air Force with whom they are serving as if they had been promoted or classified in the regular air force in their R.A.F. Volunteer Reserve rank or classification from the date of their being called up, or, if they are promoted or reclassified while called up, from the date of such promotion or reclassification.

124. Claims to Command other Forces.—Except as provided in paras. **125** to **128**, nothing contained in these regulations will give a claim to any officer of the R.A.F. to assume command of H.M. sea or land forces, nor to any officer of the R.N. or Army to assume command of any of H.M. air forces, or of any of the officers or men thereunto belonging.

125. Air and Naval Forces Acting Together.—1. Under the provisions of Section 184A, Air Force Act, and Section 90A, Naval Discipline Act, whenever bodies of the naval and air forces are acting together in such circumstances that the provisions of any joint order, or orders, made from time to time by the Admiralty and Air Council apply to such bodies, then—

(*a*) the senior officer of the forces, whether belonging to the R.N. or the R.A.F., will be invested with the powers of command and discipline (but not of punishment) provided by either Act, over the two forces; and

(*b*) all the other officers, warrant officers, petty officers and N.C.Os. belonging to the two forces will similarly exercise the powers of command and discipline (but not of punishment) of their relative ranks conferred by each Act, in relation to each other. An airman of the rank of corporal will not, however, exercise command or discipline over naval personnel; and

(*c*) the provisions of each Act relating to "superior officers" will be applied.

2. In emergency, where undue delay would be involved in obtaining the consent of the Admiralty and Air Council, the senior officers of the two forces acting together may themselves make a joint order in writing applying the two sections of the Acts, but they must communicate the fact to the Admiralty and Air Council respectively without delay.

3. For the purposes of this para. the relative ranks of the officers, warrant officers, petty officers and N.C.Os. belonging to the two forces will be determined as provided by the King's Regulations and Admiralty Instructions for the time being in force.

4. The provisions of this para. will not be applied when the body of the R.A.F. is itself placed under the Naval Discipline Act (e.g. under para. **128**).

5. Provision has been made by the Admiralty and Air Council for the application of Sections 90A, Naval Discipline Act, and 184A, Air Force Act, in the following circumstances:—

Digitized by Google

(*a*) To British naval and air forces operating outside the United Kingdom.

(*b*) To personnel of either service attached or lent to the other service, whether within or outside the United Kingdom, where such personnel is not subject, in the case of air force personnel, to the Naval Discipline Act, or in the case of naval personnel, to the Air Force Act; and also to the bodies of the naval service and air forces to which such members of the air force or the naval service are respectively attached or lent.

(*c*) To any naval picket which may be acting with any body of the air forces, and to any body of the air force police which may be acting with any body of H.M. naval forces; and also to the bodies of the two forces with which they may be respectively acting.

(*d*) To any bodies of the naval and air forces which are acting together within the United Kingdom.

(*e*) To personnel of either service not in charge of an officer, when being conveyed together in a transport or freightship.

(*f*) To personnel of either service when patients in or serving on the staff of any hospital, hospital ship or convalescent establishment the staff of which consists wholly or partly of members of the other service.

126. Air and Military Forces Acting Together.—1. Under the provisions of Sections 184A, Army Act and Air Force Act, whenever bodies of the military and air forces are acting together in such circumstances that the provisions of any joint order or orders made from time to time by the Army Council and Air Council apply to such bodies, then—

(*a*) the senior officer of the forces, whether belonging to the Army or the R.A.F., will be invested with the powers of command and discipline (but not of punishment) provided by either Act over the two forces; and

(*b*) all the other officers, warrant officers and N.C.Os. belonging to the two forces will similarly exercise the powers of command and discipline (but not of punishment) of their relative ranks conferred by each Act in relation to each other; and

(*c*) the provisions of each Act relating to "superior officers" will be applied.

2. In emergency, where undue delay would be involved in obtaining the consent of the Army and Air Councils, the senior officers of the two forces acting together may themselves make a joint order in writing applying the two sections of the Acts, but they must communicate the fact to the Army Council and Air Council respectively without delay.

3. On active service, the Army Council and the Air Council may, by joint regulations, except any portion or member of the military and air forces from the provisions of clauses 1 and 2, and may place such portion or member under the Air Force Act or the Army Act respectively in such circumstances or for such purposes as may be necessary as though they were attached to the air force or military force respectively (*see* para. 127).

4. For the purpose of this para. the relative ranks of the officers, warrant officers and N.C.Os. belonging to the two forces will be determined as provided in para. 132.

Digitized by Google

5. Joint regulations and orders, which are reproduced in the Manual of Air Force Law, have been made by the Army Council and Air Council, providing for the application of Sections 184A, Army Act and Air Force Act, in the circumstances briefly stated as follows:—

(*a*) To any member of a body of the military police or to any member of a body of the air force police, acting in any place where there is any body of the air force or of the Army respectively.

(*b*) To persons who are committed as airmen to a prison or detention barracks, the governor, commandant, officers or staff of which are members of the military forces; or to persons who are committed as soldiers to a prison or detention barracks the governor, officers or staff of which are members of the air forces.

(*c*) To any bodies of the military and air forces which are being conveyed together on board any vessel employed as a military or air force transport, or troop freightship or freightship. In such circumstances, however, the provisions of clause 3 will not be applied.

(*d*) To any body of the military forces which is, or forms part of, or is attached to, an expeditionary force and any body of the air force acting therewith beyond the seas. In such circumstances, however, the provisions of clause 3 will not be applied.

(*e*) To any bodies of the military and air forces which are acting together within the area of Aden. In such circumstances, however, the provisions of clause 3 will not be applied.

(*f*) To any bodies of the military and air forces which are acting together within the area of Palestine or Trans-Jordan. In such circumstances, however, the provisions of clause 3 will not be applied.

(*g*) To any bodies of the military and air forces which are acting together under or within the command of the A.O.C., British Forces in Iraq. In such circumstances, however, the provisions of clause 3 will not be applied.

(*h*) To any bodies of the military and air forces which are acting together within the area of Egypt. In such circumstances, however, the provisions of clause 3 will not be applied.

(*j*) To any bodies of the military and air forces which are acting together within the area of China or Hong Kong. In such circumstances, however, the provisions of clause 3 will not be applied.

(*k*) To any bodies of the military and air forces which are acting together within the area of the Sudan. In such circumstances, however, the provisions of clause 3 will not be applied.

(*l*) To any bodies of the military and air forces which are acting together within the area of Singapore. In such circumstances, however, the provisions of clause 3 will not be applied.

(*m*) To any bodies of the military and air forces which are acting together within the area of Kenya. In such circumstances, however, the provisions of clause 3 will not be applied.

(*n*) To any bodies of the military and air forces which are acting together within the United Kingdom. In such circumstances, however, the provisions of clause 3 will not be applied.

(*o*) To any bodies of the military and air forces which are acting together outside the United Kingdom and the respective officers in command of which, being of prescribed rank, have issued an order

Digitized by Google

applying the sections. In such circumstances, however, the provisions of clause 3 will not be applied.

(*p*) To any bodies of the military and air forces which are acting together in any defensively armed merchant ship, or are acting together as a result of being detailed for duty in any such ship. In such circumstances, however, the provisions of clause 3 will not be applied.

126A. Air and Military Forces Acting Together in Certain Circumstances.—1. By virtue of an Order by the Army Council and the Air Council, Section 184A of the Army Act, except the proviso to sub-section (1A), and Section 184A of the Air Force Act, except the proviso to sub-section (1A), apply to bodies of H.M. military and air forces acting together within the United Kingdom. The powers of command and discipline (but not of punishment) in relation to such bodies, when acting together for the purpose of the defence of aerodromes or R.A.F. establishments, will be exercised as follows:—

(*a*) The senior officer of the forces competent to command, whether belonging to the military forces (including the Home Guard) or to the R.A.F., will be invested with the powers of command and discipline (but not of punishment) under either Act over the two forces; provided that exception may be made when an officer of either force is specially placed in command by the general officer commanding-in-chief or the general officer commanding the military command or district concerned, with the concurrence of the A.O.C.

(*b*) The power of command over personnel of the military forces to be exercised by an officer of the R.A.F. competent to command will, subject to the proviso in sub-clause (*a*), be that laid down in para. 188, King's Regulations for the Army, &c., 1940, and, subject as above, will extend over officers of the Home Guard of the same or junior relative rank and over all other ranks of the Home Guard.

(*c*) The precedence of, and power of command to be exercised by, officers of the Home Guard in relation to officers of the R.A.F. when acting together for the purpose aforesaid with the air forces under the above Order will, subject to the proviso in sub-clause (*a*), be governed by the same conditions as are applicable in relation to the Army as laid down in para. 192A, King's Regulations for the Army, &c., 1940.

2. Officers of the military forces and R.A.F. competent to command are—

(*a*) *Army*—officers of those categories and arms having power of command under para. 188, King's Regulations for the Army, &c., 1940; officers of other categories or arms when specially appointed, or called upon under para. 191, King's Regulations for the Army, &c., to assume command of troops other than those belonging to their own corps;

(*b*) *Home Guard*—as laid down in para. 192A, King's Regulations for the Army, &c., and as provided in clause 1 (*c*);

Digitized by Google

(*c*) *R.A.F.*—(i) officers of the general duties branch;
(ii) officers of the R.A.F. Regiment;
(iii) officers of other branches when they have general powers of command under para. **111**, when they are specifically designated by the station commander, or when no officer competent to take command is present.

3. The above provisions apply, during such period as is mentioned in Regulation 4 of the Defence (Ulster Home Guard) Regulations, 1942 (S.R. and O. 503 of 1942), to officers and other ranks respectively of the Ulster Home Guard as they apply to officers and other ranks of the Home Guard.

126B. Air and Indian Air Forces Acting Together.—1. Under the provisions of Section 184B, Air Force Act, whenever bodies of the Indian Air Force and the R.A.F. (including the R.A.F. Reserve and the Auxiliary Air Force) are serving together in such circumstances that the provisions of any joint order or orders made from time to time by the Air Council and the Governor-General of India apply to such bodies, then a member of either body will, subject to the terms of such joint order or orders, have the like powers of command over members of the other body as if he were a member of that body holding relative rank.

2. Provision has been made by the Air Council and the Governor-General of India, whereby whenever any body of the Royal Air Force is serving with any body of the Indian Air Force, then, the officers of one body will, in relation to the other body, be treated and have all such powers as if they were officers of that other body holding relative ranks as follows:—

Royal Air Force.	*Indian Air Force.*
Wing commander.	Wing commander.
Squadron leader.	Squadron leader.
Flight lieutenant.	Flight lieutenant.
Flying officer.	Flying officer.
Pilot officer.	Pilot officer.
Acting pilot officer.	

127. Secondment, Attachment and Lending.—1. Officers and airmen when attached to the Army under joint regulations made by the Army Council and Air Council, will become subject to the Army Act, and as such will be under the command of such military officers as the circumstances require.

2. Officers, petty officers and seamen of the R.N., and officers, N.C.Os. and men of the R.M., and officers and soldiers of the Army, when seconded, attached or lent to the R.A.F., will become subject to the Air Force Act (unless, as regards members of the R.N. or R.M., the unit or body of the air force with which they are serving is itself subject to the Naval Discipline Act), and as such will be under the command of such air force officers as the circumstances require (but *see* Section 179A, Air Force Act). An officer of the R.N., R.M. or the Army attached, seconded or lent as an individual to the R.A.F. will only exercise command over such officers and airmen as may be detailed for duty under his orders or specially placed under his command.

Digitized by Google

3. Provision has been made by the Army Council and Air Council for officers and airmen of the regular air force to be attached to the regular forces in the following circumstances:—

(*a*) Any officer or airman who is ordered to serve with the regular forces by the officer commanding any unit or formation of the regular air force with the assent of the officer commanding the unit or formation of the regular forces with which he is to serve; but the officer issuing the order and the officer who assents thereto shall communicate the fact to their immediate superior officers. An officer or airman will continue to be so attached for so long as may be prescribed by the order by which he was attached, or until it is revoked by the officer commanding the military unit or formation with which he is for the time being serving with the assent of the officer commanding the air force unit or formation concerned, or until an order revoking such attachment is made by superior military authority with the assent of superior air force authority.

(*b*) Every officer and airman who is a patient in a military hospital or convalescent establishment, from the date of admission until discharged.

(*c*) Every officer who is ordered in writing to do duty for a period in a military transport or troop freightship, for the period specified in such order.

(*d*) Every airman who may for the time being be on board any vessel employed as a military transport or troop freightship and during such time only as there may not be on board the same vessel an officer of the regular air force or a naval or military officer attached to the regular air force (other than an officer holding only an honorary commission).

(*e*) Every officer and airman who is for the time being serving in a transit camp administered by the military authorities, from the time of his reception until the time of his departure therefrom.

4. Provision has been made by the Army Council and Air Council for officers and soldiers of the regular forces to be attached to the regular air force in the following circumstances:—

(*a*) Any officer or soldier who is ordered to serve with the regular air force by the officer commanding any unit or formation of the regular forces with the assent of the officer commanding the unit or formation of the regular air force with which he is to serve; but the officer issuing the order and the officer who assents thereto shall communicate the fact to their immediate superior officers. An officer or soldier will continue to be so attached for so long as may be prescribed by the order by which he was attached, or until it is revoked by the officer commanding the air force unit or formation with which he is for the time being serving with the assent of the officer commanding the military unit or formation concerned, or until an order revoking such attachment is made by superior air force authority with the assent of superior military authority.

(*b*) Every officer or soldier who is a patient in an air force hospital or convalescent establishment, from the date of admission until discharged.

Digitized by Google

(*c*) Every officer who is ordered in writing to do duty for a period in an air force transport or freightship (men), for the period specified in such order.

(*d*) Every soldier who may for the time being be on board any vessel employed as an air force transport or freightship (men) and during such time only as there may not be on board the same vessel an officer of the regular forces or an officer of the regular air force attached to the regular forces.

(*e*) Every officer or soldier who is for the time being serving in a transit camp or staging post administered by the air force authorities, from the time of his reception until the time of his departure therefrom.

127A. Attachments of Indian Air Force Personnel to Royal Air Force.—Under the provisions of sections 175 (11A) and 176 (8B), Air Force Act, and regulations made thereunder by the Air Council and the Governor-General of India—

(*a*) Officers, N.C.Os. and men of the Indian Air Force will become subject to the Air Force Act when attached to, doing duty with, or otherwise acting as part of any portion of the R.A.F. (including the R.A.F. Reserve and the Auxiliary Air Force) which is serving outside India and is not under the command of the A.O.C., R.A.F., India.

(*b*) Officers, N.C.Os. and men of the Indian Air Force when attached to, doing duty with, or otherwise acting as part of any portion of the R.A.F. (including the R.A.F. Reserve and the Auxiliary Air Force), whether subject to the Air Force Act or not, will be under the command of such Royal Air Force officers as circumstances require and officers of the Indian Air Force will exercise powers of command and discipline over such officers and airmen as may be detailed for duty under their orders or specially placed under their command.

127B. Attachments to Indian Air Force.—1. Under the provisions and subject to the conditions of Section 179D, Air Force Act, and of joint regulations made under that authority by the Air Council and the Governor-General of India, the Air Council may, with the concurrence of the Governor-General of India, direct that an officer or airman of the regular air force be temporarily attached to an air force raised in India. Where an officer or airman of the regular air force is temporarily attached under such direction to an air force raised in India, the officers of the force to which he is so attached shall, for the purposes of command and discipline and for the purposes of the provisions of the Air Force Act relating to superior officers, have the like powers over him as they would have if they were officers of the regular air force holding relative ranks as follows:—

Royal Air Force	*Indian Air Force*
Wing Commander	Wing Commander
Squadron Leader	Squadron Leader
Flight Lieutenant	Flight Lieutenant
Flying Officer	Flying Officer
Pilot Officer Acting Pilot Officer	Pilot Officer

Digitized by Google

Except while a state of war exists between His Majesty and any foreign power, no officer or airman can be attached to the Indian Air Force without his consent.

2. Provision has been made by the Air Council and the Governor-General of India for officers and airmen of the regular, reserve or auxiliary air force to be temporarily attached to the Indian Air Force from the date of reporting for duty with any unit or detachment of the Indian Air Force until the date of ceasing to do duty therewith pursuant to orders.

128. Air Force Personnel in H.M. Ships.—Officers and airmen forming part of air force units embarked for service in H.M. ships will be placed under the command and administration of the naval commander afloat. They will be borne on the books of such ships, and will, as provided in Section 179, Air Force Act, be subject to the Naval Discipline Act, the laws for the government of officers and seamen of the R.N., and the rules for the discipline of the R.N. They will consequently be liable to be tried and punished for any offence in the same manner as naval officers and seamen.

128A. Naval and Military Personnel serving with the Air Force.—1. Where an officer or petty officer of the R.N. or an officer, warrant officer or non-commissioned officer of the R.M. or of the Army is attached to a unit of, or is lent or seconded to the air force for duty or for the purpose of undergoing instruction and is thus subject to the Air Force Act, then for the purposes of command and discipline within the unit with which he is serving, and for the purpose of exercising any powers of punishment that may be vested in him by the Air Council or by the C.O. of such unit, he shall, while so subject to the Air Force Act and serving at a R.A.F. station in the manner indicated, be treated and have such powers over the naval, marine, military, or air force personnel at such unit as if he were an air force officer, warrant officer or non-commissioned officer as the case may be.

2. The relative rank of such officer or petty officer of the R.N. or officer, warrant officer or non-commissioned officer of the R.M. or of the Army shall be as provided by para. **132**. Nothing in this regulation will give a claim to any officer of the R.N., R.M. or of the Army to assume command of any air force unit except where such unit has been specially placed under his command.*

128B. Naval Personnel serving in Fleet Air Arm Units disembarked at a R.A.F. Station.—1. During any period in which a unit of the Fleet Air Arm in which R.A.F. personnel are serving is disembarked and serving at a R.A.F. station, the air force personnel of the unit will be struck off ships' books, the naval personnel of the unit will be regarded as lent to the R.A.F., and all the personnel of the unit, naval and air force, will become subject to the Air Force Act, the Naval Discipline Act being held generally in abeyance.

2. A naval officer or petty officer of such Fleet Air Arm unit shall, for the purposes of command and discipline within such station and for the purposes of exercising within such Fleet Air Arm unit any powers of punishment that may be vested in him by the Air Council or by the C.O. of such station, and while so subject to the Air Force Act and serving at a

* *See* para. **127**, clause 2.

Digitized by Google

R.A.F. station in the manner indicated, be treated and have all such powers over the naval and air force personnel serving in such station as if he were an air force officer, warrant officer or non-commissioned officer as the case may be.

3. The relative rank of such naval officer or petty officer shall be as is provided by para. **132**, but nothing in this regulation will give a claim to any naval officer to assume command of any air force station.

128C. Personnel of Allied, etc., Air Forces when serving at a R.A.F. Station.—1. Under Orders in Council made under Section 3 of the Allied Forces Act, 1940, officers and airmen of the Polish Air Force, Free French Air Force and Norwegian Air Forces are subject to R.A.F. discipline and law when serving with a unit of the R.A.F. or with a unit of the Polish Air Force, Free French Air Force or Norwegian Air Forces respectively, stationed at a R.A.F. station.

2. The effect of this arrangement is embodied in the detailed instructions which appear in A.M.Os. A.341/41, A.342/41 and A.921/41 and amending Orders.

129. Relations with Governors* of Colonies†.—1. The governor of a colony is the single and supreme authority responsible to, and representative of, His Majesty. He is, by virtue of his commission and the Letters Patent or Order in Council constituting his office, entitled to the obedience, aid and assistance of all military, air force and civil officers; but although he may bear the title of captain-general or commander-in-chief, and although he may be a military or air force officer senior in rank to the officer commanding the troops or air force, he is not, except on special appointment from His Majesty, invested with the command of H.M. regular forces in the colony. He is not therefore entitled to take the immediate direction of any military or air operations, or, except in cases of urgent necessity, to communicate officially with subordinate military or air force officers without the concurrence of the officer in command of the forces, to whom any such exceptional communication must be immediately notified.

2. The governor, as the King's representative, will give the "word" (parole) in all places within his government.

3. The officer commanding the troops or air force will render to the governor such returns as the latter may require relating to the strength and condition of the forces or to the military or air defences of the colony.

4. On the receipt of a notification that the Army and Air Force (Annual) Act has received the Royal Assent the officer commanding the troops or air force will communicate to the governor the "General Orders" in which it is promulgated.

5. Whenever a governor who is not actually in command of H.M. forces shall have occasion to report upon, or bring under the consideration of the Secretary of State for the Colonies, matters which involve military or air force as well as civil considerations, or which require the concurrence

* "Governor" means the officer appointed by the Crown to administer the government, however such officer is styled.

† The term "colonies" includes colonies, protectorates and mandated territories. For the purpose of clauses 1 to 4 of this para. colonies comprised under one government-in-chief are regarded as a single colony.

Digitized by Google

or decision of the Secretary of State for War or the Secretary of State for Air, he will, if there is an officer commanding military or air forces in the colony, first communicate with that officer respecting the matters in question, and, having obtained that officer's opinion or observations thereon, he will transmit the same, with his own report, to the Secretary of State for the Colonies, and will, in every case, furnish the officer commanding with a copy of any report he may make involving military or air force considerations. If the officer commanding considers that these reports require the consideration of the Secretary of State for War or the Secretary of State for Air, he will forward the duplicates with his observations by the same mail which conveys the original report to the Secretary of State for the Colonies.

6. Similarly, when the officer commanding the troops or air force in a colony desires to bring to the notice of his military or air force superiors any matter which may involve civil as well as military or air force considerations, he will first communicate with the governor with a view to obtaining his opinion thereon. He will transmit with his own report any opinion or observations he may thus obtain, and will in every case furnish the governor with a copy of any reports he may make on subjects other than military or air force discipline and routine. If the governor considers that these reports require the consideration of the Secretary of State for the Colonies he will forward the duplicates with his observations by the same mail which conveys the original report to the Secretary of State for War, or the Secretary of State for Air.

7. *See also* para. **26.**

130. Precedence of Officers Commanding in Colonies*.—1. The precedence of officers in colonies is determined by local enactments, by Royal Charters, by instructions either under the Royal Sign-Manual and Signet or through the Secretary of State for the Colonies, or by authoritative local usage.

2. The general table of colonial precedence, by which a governor† is guided in the absence of any special authority, assigns the following precedence to naval, military or air force officers when in command of their respective forces on the station in which the colony is included:—

If not below the rank of rear-admiral, major-general or air vice-marshal—next after the governor and lieutenant-governor;

If of the rank of commodore, brigadier or air commodore—next after the chief justice;

If of the rank of captain or commander, colonel or lieutenant-colonel, or group captain or wing commander—next after the members of the privy or executive council;

If below the rank of commander, lieutenant-colonel or wing commander—next after the solicitor-general.

The relative rank and precedence as between themselves of the naval, military or air force officers concerned is determined by the King's Regulations of their respective services on that subject (*see* para. **132**).

* The term "colonies" includes colonies, protectorates and mandated territories.
† "Governor" means the officer appointed by the Crown to administer the government, however such officer is styled.

Digitized by Google

3. When two or more colonies are comprised within one naval, military or air force command, the officers holding the commands in any one of such colonies in the absence of the superior commanders will take the precedence assigned to them in the Colonial Regulations and will retain that precedence notwithstanding the presence of the superior officer of the whole naval, military or air force command.

131. *Deleted.*

132. Relative Rank with the other Services.—The relative rank of officers and airmen with the officers, petty officers and seamen of the R.N. and officers and soldiers of the Army is shown in the following table. The table of ranks is not affected by any local rank conferred on officers of any of the three services by a colonial government.

Air Force Ranks.	Naval Ranks.	Army Ranks.
Marshal of the R.A.F. ..	Admiral of the fleet	Field-marshal.
Air chief marshal	Admiral	General.
Air marshal	Vice-admiral ..	Lieut.-general.
Air vice-marshal	Rear-admiral ..	Major-general.
Air commodore	Commodore, 1st and 2nd class.	Brigadier.
Group captain	Captain	Colonel.
Wing commander	Commander ..	Lieut.-colonel.
Squadron leader	Lieut.-commander ..	Major.
Flight lieutenant	Lieutenant	Captain.
Flying officer	Sub-lieutenant ..	Lieutenant.
Pilot officer .. .. / Acting pilot officer (but junior to Navy and Army ranks).	Acting sub-lieutenant. / Commissioned officer from warrant rank.	Second lieutenant.

(*Note.*—(i) Commissioned officers of the R.M. rank, according to seniority, with officers of the Army of the same titles. Commissioned officers from warrant rank, R.M., rank with commissioned officers from warrant rank, R.N. (ii) Officers of the Royal Indian Navy will rank with officers of the R.N., the Army, and the R.A.F. of the same or corresponding rank and seniority.)

No equivalent	Warrant officer (but senior to Army ranks). / Midshipman (but junior to Army ranks).	†Conductor, Royal Army Ordnance Corps; † master gunner, 1st class; †1st class staff sergeant major.

(*Note.*—Warrant officers, R.M. (except sergeant-majors, whose rank is the equivalent of warrant officer, class I, in the Army), rank with warrant officers, R.N.)

Warrant officer	No equivalent ..	All warrant officers class I, except those marked † above.

Digitized by Google

Air Force Ranks.	Naval Ranks.	Army Ranks.
Warrant officer, 2nd class¶ ..	No equivalent ..	Warrant officer, class II.
Flight sergeant	Chief petty officer‡§ ..	Squadron quartermaster corporal (Household Cavalry) or squadron, battery, troop or company quartermaster sergeant; colour sergeant; staff corporal (Household Cavalry) or staff sergeant.
Sergeant	Petty officer ‖ ..	Corporal of Horse (Household Cavalry), or sergeant.

(*Note.*—Lance-sergeants in the Army rank with corporals and bombardiers but senior to those ranks and to corresponding ranks in the R.N. and R.A.F.)

Corporal	Leading seaman (but junior to Army ranks).	Corporal; bombardier

(*Note.*—Lance-corporals and lance-bombardiers in the Army rank with troopers, gunners, etc., but senior to those ranks and to corresponding ranks in the R.N. and R.A.F.)

Leading aircraftman; aircraftman, 1st class; aircraftman, 2nd class.	Able seaman; ordinary seaman.	Trooper, gunner, sapper, signalman, driver, guardsman, rifleman, fusilier or private.

133. Rank with Consular Service.—An officer of the consular service will rank with an air force officer as follows:—

Consul-general	with	but after	air vice-marshal.
Consul	,,	,,	group captain.
Vice-consul	,,	,,	squadron leader.
Consular agent	,,	,,	flight lieutenant.

¶ This rank is obsolescent.

‡ The following N.C.Os. of the R.M. rank with chief petty officer of nine years' seniority in the R.N., viz.: staff clerk, quartermaster sergeant, barrack quartermaster sergeant; quartermaster sergeant instructors of infantry, gunnery, small arms, physical and recreational training and signals, hospital quartermaster sergeant, company sergeant major, armourer quartermaster sergeant.

§ The following N.C.Os. of the R.M. rank with chief petty officers in the R.N., viz.: hospital staff sergeant and bandmaster, 1st class, R.M. Band.

‖ Bandmasters, 2nd class, R.M. Band, rank with petty officers in the R.N.

Digitized by Google

CHAPTER V.

CEREMONIAL.

SECTION I.—COMPLIMENTS TO BE PAID.

141. Honours and Salutes on Parade.—The honours and salutes to be given by air forces on parade are as follows:—

*(*a*) *To the King, the Queen and Queen Mary.*—On all occasions Royal Salute—Officers will salute, airmen present arms, and bands play the whole of the National Anthem for the King, the Queen, and Queen Mary. If there are no bands the trumpets or bugles will sound the salute.†

(*b*) *To other members of the Royal Family.*—The same as in (*a*), except that the bands (if any) will play only the first six bars of the National Anthem.‡

(*c*) *To the Crown.*—The same as in (*a*) except that bands will not play or trumpets or bugles sound.

(*d*) *To foreign sovereigns, presidents of republican states and members of reigning foreign imperial and royal families.*—The same as in (*a*), except that the appropriate foreign national anthem will, when practicable, be played in place of the National Anthem.

(*e*) *To a viceroy, governor-general, governor or lieutenant-governor of a British dominion or colony,§ or special royal commissioners acting on behalf of the Sovereign, within the sphere of their jurisdiction.*—The same as in (*b*).

(*f*) *To the Air Council, the Lords Commissioners of the Admiralty, or the Army Council, whether in their corporate capacity or as individual members.*—General Salute—Officers will salute, airmen will present arms, bands will play the first part of a slow march and drums will beat. If there are no bands the trumpets or bugles will sound the salute, or the drums will beat a ruffle.

(*g*) *To marshals of the R.A.F., admirals of the fleet or field marshals.*—The same as in (*f*).

(*h*) *To air, flag and general officers and to inspecting officers below air or equivalent rank.*—The same as in (*f*).

---

* In the case of a parade held to commemorate the King's birthday the same honours and salutes will be accorded as if His Majesty were present.

† In the event of the Queen or Queen Mary arriving at a ceremony after, or departing before, the King, the National Anthem will not be played.

‡ When more than one member of the Royal Family are present, each in turn will receive the Royal Salute, but the National Anthem (first 6 bars) will not be played for them when the King, the Queen or Queen Mary is present unless specially ordered and will in any event only be played for that member for whom the parade is held.

§ *See* footnotes * and † to para. **129**.

Digitized by Google

142. The National Anthem.—1. The National Anthem will not be played in connection with salutes on any other occasions than those referred to in para. **141**; it is only due to those personages who are entitled, under these regulations, to a Royal Salute.

2. When the National Anthem is played for a Royal Salute all ranks in uniform, not under the orders of the officer commanding the parade will stand at attention; officers, warrant officers and N.C.Os. will salute. Officers in attendance on H.M. the King or other royal personages, or the personal staff of governors-general or governors*, will not salute when the National Anthem is played for a Royal Salute. When officers of headquarters staff are in attendance, after the Royal Salute the air or other officer commanding alone will be regarded as in attendance, and will take up his position in rear of His Majesty.

3. All ranks not on parade will stand to attention when the National Anthem is played during a ceremonial parade, but officers, warrant officers and N.C.Os. will salute only when the Royal Salute is given.

4. When the National Anthem is played on occasions when there is no parade, or on occasions which are not of an air force nature, all ranks in uniform will stand at attention; officers and airmen will face the band and, if wearing head-dress, officers will salute.

5. If in a theatre or building all ranks will stand to attention with head-dress removed.

143. Royal Family passing a Camp.—Whenever any member of the Royal Family passes along the front of a camp to inspect it, the air forces will turn out and fall in in front of the tents, but not under arms.

144. Compliments in Special Cases.—1. A viceroy, governor-general, governor† or lieutenant-governor of a British dominion or colony† who is also an officer of flag, general or air rank is entitled in every respect to the honours due to his naval, military or air force rank as well as to his civil office.

2. Officers temporarily acting in any higher command are entitled, during their tenure, to all the honours and salutes appertaining to such command, provided, so far as artillery salutes are concerned, that the officer is not under the rank of air commodore, or the rank corresponding thereto in the other services.

3. Officers acting in any civil office are entitled during their tenure to all the honours and salutes appertaining to such office.

145. Foreign Officers.—The compliments directed in these regulations are to be paid to officers in the services of any power in amity with His Majesty according to their respective ranks.

146. Compliments to other Services.—1. Officers and airmen, when passing troops or naval landing parties with uncased colours, will salute the colours and the officer in command (if senior).

---

* *See* footnote * to para. 129.
† *See* footnotes * and † to para. 129.

Digitized by Google

2. Officers and airmen, when boarding or leaving any of H.M. ships, or a foreign man-of-war, will salute the quarterdeck.

3. Officers will salute those officers of the R.N., R.M. and Army when in uniform who would be saluted by officers of corresponding ranks in their own service.

4. Airmen will salute commissioned officers whom they know to be such, whether in uniform or not, of the R.N., R.M. and Army, and also officers of the Royal Indian Navy when in uniform. They will similarly salute such warrant officers of the R.N. as have corresponding rank to that of commissioned officers in the R.A.F.

5. C.Os. of units will see that all officers and airmen under their command are made acquainted with the relative ranks of officers of the other services, and that they are able to recognise the various badges of rank used in those services.

147. Remembrance Day.—1. On the morning of Remembrance Day, 11th November, at 1100 hours, the air forces will stand at attention for two minutes, and all guards will turn out and present arms. No aircraft will be in the air during the two minutes' silence.

2. Units will conform generally with such arrangements as may be made by local authorities for the celebration of Remembrance Day. Service transport required to convey personnel invited to attend local religious observances or municipal ceremonies at 1100 hours may be used at the discretion of the air or other officer commanding, but neither travelling expenses nor subsistence allowance will be payable unless prior Air Ministry authority has been obtained.

148. Saluting Funerals.—1. Officers and airmen when passing or passed by a civilian or service funeral cortège will salute the body and will pay appropriate compliments to colours carried in the procession.

2. On the passing of a service funeral cortège, guards will be turned out and will salute.

149. Air Force Salutes.—Officers, cadets and airmen will salute on the occasions and in the manner prescribed in A.P.818.

150. Salutes by Parties and by Armoured Cars.—1. Armed parties, in paying compliments on the march, will be called to attention and the command "Eyes right (or left)" will be given.

2. When in command of an unarmed party, an officer or airman will give or return a salute with the right hand as he gives the command "Eyes right (or left)."

3. Armoured cars will salute by dipping their gun or guns.

151. *Deleted.*

152. Official Visits.—1. The following procedure for the interchange of visits between air or other officers commanding and governors,

Digitized by Google

lieutenant-governors, administrators, &c*., of the colonies, dependencies, British mandated territories, &c., will be observed:—

(*a*) Official visits will be exchanged on the following occasions:—
- (i) On the arrival of an air or other officer commanding at a place at which the governor, lieutenant-governor, administrator or commissioner is present—between such officer and the air or other officer commanding.
- (ii) On a newly-appointed governor, lieutenant-governor, administrator or commissioner assuming office—between him and the air or other officer commanding.
- (iii) These visits need not be exchanged more than once during the respective tenure of office of the King's representative and the air or other officer commanding.

(*b*) First visits will be paid as follows:—
- (i) A governor will always receive the first visit from an air or other officer commanding.
- (ii A lieutenant-governor, administrator or commissioner will pay the first visit to an air officer commanding, but will receive the first visit if the officer commanding is not of air rank.

(*c*) Return visits will be paid within 24 hours as follows:—
- (i) A governor will return visits in person to an air officer commanding.
- (ii) A lieutenant-governor, administrator or commissioner will do so in person to an officer commanding if of the rank of group captain.
- (iii) An air officer commanding will do so in person to all lieutenant-governors, administrators or commissioners.
- (iv) In all other cases the return visit will be paid by an aide-de-camp or other officer deputed.

(*d*) Should the governor or any other officer administering the government find that from indisposition or pressure of important business he is unable to return or pay a visit in person, he will depute his aide-de-camp or some other officer to do so. In like manner, should an air or other officer commanding, from indisposition or pressing occupation, be precluded from paying or returning a visit, he will depute an officer not below the rank of flight lieutenant to do so. In each case the officer failing to pay the required visit in person will report the circumstances, and assign the reasons which led to the omission, to the department under which he is acting.

---

*1. The term "governor" includes the British Resident, Zanzibar, the High Commissioners for the Western Pacific, Palestine, and the Malay States, and the Lieutenant-Governors of the Channel Islands and the Isle of Man.

2. The term "lieutenant-governor" means a lieutenant-governor administering the government as such. It does not include an officer merely holding the title of lieutenant-governor, except when he is actually administering the government in the absence of the governor, in which case 4 below would apply. The status of the Political Resident in the Persian Gulf for visits is that of a lieutenant-governor.

3. The terms "administrator" and "commissioner" signify the administrator or commissioner of a colony, territory, or dependency, acting in subordination to a governor or high commissioner.

4. Officers acting temporarily in higher civil offices or commands will, in respect of these visits, be upon the same footing as if they were confirmed in such offices or commands.

Digitized by Google

2. Air force officers in exchanging visits with British naval and military officers and foreign officers who may arrive or be present at the same station, will be guided by the following principles:—

(*a*) The junior officer will pay the first visit to the senior.

(*b*) Where seniority is equal the officer last arriving at the station will pay the first visit.

(*c*) Return visits will be paid within 24 hours, either in person or by representative as may be appropriate.

3. When an officer has to pay a series of visits to civil, naval or military officers, no sequence or priority of such visits has been laid down, and they will be mutually arranged to suit the convenience of the officials concerned.

153. Guards of Honour.—1. Subject to clause 4, a guard of honour, not exceeding 100 aircraftmen with a flight lieutenant in command, two junior officers and a proportion of N.C.Os., will attend—

(*a*) upon the King, members of the British Royal Family, foreign sovereigns, presidents of republican states, and members of foreign imperial and royal families;

(*b*) upon viceroys, governors-general, governors*, lieutenant-governors, or special royal commissioners of British dominions or colonies* on such occasions as are customary within their jurisdiction;

(*c*) at state ceremonies when so ordered.

2. Guards of honour will not be detailed when the personages mentioned in clause 1 (*b*) are returning from leave of absence, not exceeding three months, or when they are merely arriving at or departing from a port or station within their jurisdiction or on changing their residence.

3. Subject to clause 4, a guard of honour not exceeding 50 aircraftmen with two officers will attend—

(*a*) to receive an air or other officer commanding carrying out an official inspection within his command;

(*b*) when an air or other officer commanding abroad first takes up and finally quits his command;

(*c*) when a naval officer of flag rank, commanding-in-chief, lands for the first time at a port or station within his command in the vicinity of an air force station;

(*d*) when a general officer commanding-in-chief abroad first takes up and finally quits his command, or for the first time makes an official visit to a station within his command in the vicinity of an air force station;

(*e*) when a foreign officer of air, flag, or general rank lands at an air force station to visit the commanding officer;

(*f*) on other occasions as may be ordered.

4. The numbers of the guards referred to in clauses 1 and 3 may be reduced if it is not practicable to provide a guard of the requisite strength, but such reduction will not affect the honours to which the visiting personage is entitled.

---

* *See* footnotes * and † to para. 129.

Digitized by Google

5. Whenever a guard of honour is provided by the R.A.F., the senior officer of the command, group or station will (with the commander of the guard) be the officer responsible for accompanying the distinguished guest on the inspection of the guard.

154. Guards and Sentries.—1. The guards, including guards of honour, mounted over the person of the King and members of the Royal Family, will pay no compliments except to the King and members of the Royal Family; and guards, including guards of honour, mounted over viceroys, governors and commanders-in-chief within their respective governments or commands will pay no compliments to officers or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with arms at the "slope".

2. Guards will be mounted by the adjutant, the station or squadron duty officer, or orderly officer. A waiting man will always be detailed and will fall in on the reverse flank of the guard. The duty officer (adjutant, station, or squadron, duty officer, or orderly officer) will, during his inspection, select the smartest and cleanest man from the guards on parade and will order him to take the place of the waiting man, who will take his place in the guard. The selected man will become waiting man and during his tour will perform such duties as the C.O.'s orderly.

3. When guards turn out they will fall in in open order, with arms at the "slope," in front of the guard house. When the guard is commanded by an officer, he will be three paces in front of the centre of the guard; when by a N.C.O., he will fall in on the right of the guard.

4. Guards, rounds, and reliefs on the march, meeting Their Majesties the King, the Queen or Queen Mary, accompanied by an escort, or riding or driving to or from an official ceremony or on any official or state occasion, will halt, turn in the required direction and present arms. On all other occasions, and to other persons entitled to a salute, these parties will not halt and present arms, but will pass on and salute by turning the head and eyes to the right or left. Arms will be carried at the "slope".

5. An officer who is not in uniform (except a member of the Royal Family, and a governor or lieutenant-governor within the precincts of his government) is not entitled to the compliment of a guard turning out.

6. To C.Os. when in uniform (irrespective of their rank) their guards will turn out and present arms once by day, between "Reveille" and "Retreat."

7. When any person entitled to the compliment of the guard turning out passes in rear of the guard while already turned out, the commander will cause his guard to stand with arms at the "slope," facing the front. When such persons pass in front of guards while in the act of relieving, both guards will give the appropriate compliment, receiving the word of command from the old guard commander.

8. An officer under the rank of an air officer is not entitled to the compliment of the trumpet sounding the "Salute," or the drum beating a ruffle, when guards present arms to him.

9. All guards and sentries will pay the same compliments to commissioned officers of the R.N., R.M., Army, Militia, Auxiliary Forces, Royal Indian Navy when in uniform, as are directed to be paid to officers of the R.A.F. Guards and sentries will pay compliments to commissioned

Digitized by Google

officers of the departments of the Army according to their ranks or corresponding ranks as the case may be.

10. Guards will turn out and present arms at all times between "Reveille" and "Retreat" and the trumpeter or drummer will sound the Royal Salute—

(*a*) to Their Majesties the King, the Queen and Queen Mary and all members of the Royal Family; either in or out of uniform;

(*b*) to viceroys, governors and lieutenant-governors within the limits of their jurisdiction; either in or out of uniform.

11. Guards will turn out and present arms at all times between "Reveille" and "Retreat" and the trumpeter will sound the general salute or the drummer beat a ruffle, to officers of the following ranks when in uniform only:—

Air Force.	*Navy.*	*Army.*
Marshal of the R.A.F.	Admiral of the Fleet.	Field-marshal.
Air chief marshal.	Admiral.	General.
Air marshal.	Vice-admiral.	Lieut.-general.
Air vice-marshal.	Rear-admiral.	Major-general.
Air commodore.	Commodore.	

12. Guards will turn out with arms at the "slope" at all times between "Reveille" and "Retreat" but trumpets or drums will not sound—

(*a*) to armed parties of the R.A.F., R.N., or Army.

Note.—By the expression "armed party" is meant a party of less strength than those mentioned in clause 13, armed with swords, guns, or rifles and mounted in the case of mounted units, or two or more tanks or armoured cars. A church party is always considered an armed party;

(*b*) to visiting rounds (a duty officer of the day below the rank of squadron leader) when required for purposes of inspection.

13. Guards will turn out and present arms at all times between "Reveille" and "Retreat," but trumpets or drums will not sound—

(*a*) to all armed units of the R.A.F. (a squadron or above);

(*b*) to a ship's company of the Navy or a body of naval ratings of a strength of 400 or over;

(*c*) to all armed corps of the Army;

Note.—By the expression "armed corps" is meant an armed party of a certain strength, namely,

a regiment of cavalry;

a battery of horse, field, heavy, pack, mechanical } artillery with its guns;

garrison artillery of not less than two companies;

engineers of not less than four companies;

a battalion of infantry with or without colours;

a battalion of tanks;

an armoured car company;

Royal Army Service Corps, Royal Army Ordnance Corps } of not less than four companies.

Digitized by Google

(*d*) to all service funerals.
(*e*) to grand rounds (a duty officer of the day of the rank of squadron leader or over) when required for purposes of inspection.

14. Guards will turn out and present arms at all times between "Retreat" and "Reveille," to grand rounds, when required for purposes of inspection.

15. Guards will turn out at all times between "Retreat" and "Reveille" with arms at the "slope"—

(*a*) to all armed units of the R.A.F.
(*b*) to all armed units of the Navy
(*c*) to all armed corps of the Army
} as in clause 13.
(*d*) to all armed parties of R.A.F., Navy, or Army;
(*e*) to visiting rounds.

16. Guards will not turn out after "Retreat" or before "Reveille" except at "Tattoo—Last Post" on the approach of an armed party, in cases of alarm, or to receive grand or visiting rounds, nor will they during this period pay any compliments, except to grand rounds, to whom they will present arms.

17. Sentries will not present arms to any officer or armed party (except grand rounds) after "Retreat"; but as long as they can discern an officer, they will halt and turn to their front on his approach, and salute with the rifle at the "slope".

18. Compliments will be paid by sentries as follows:—

Post of sentry.	*Present arms.*	*Salute.*
Royal palace or furnished from a Royal Guard.	Members of the Royal Family.	Officers of all ranks (in uniform).
	Armed corps.	Unarmed parties.
Residences of viceroys and governors.	Viceroys and governors.	Officers of all ranks (in uniform).
	Armed corps.	Unarmed parties.
Residences of air officers.	Air officers.	Officers below the rank of air officer.
	Armed parties.	Unarmed parties.
Other posts.	Officers of the rank of squadron leader and above.	Officers below the rank of squadron leader.
	Armed parties.	Unarmed parties.

155. Royal Standard and other Personal Standards.—1. Except as provided in clause 1A, the Royal Standard, being the personal flag of the Sovereign, will be hoisted at the masthead on official buildings, or in air force enclosures, only when His Majesty is personally present in the building, or in air force buildings or enclosures in the immediate vicinity, and will be lowered at the moment of departure. Air or other officers commanding will have the Royal Standard in readiness for the purpose.

1A. When a parade is held in honour of the birthday of the Sovereign, the Royal Standard, if available, may be flown even though His Majesty is not personally present.

Digitized by Google

2. In the absence of the Sovereign, when the Queen, Queen Mary, the *Duke of Gloucester (when not acting in the capacity of an officer of the R.A.F.) or the *Princess Royal is present in such buildings, &c., their personal standards will be hoisted in the same circumstances as in clause 1.

156. The R.A.F. Ensign.—1. The R.A.F. ensign will be hoisted daily at the headquarters of the force, the headquarters of commands and groups and at all permanent air force stations at home and abroad; if, however, the station is on a care and maintenance basis the ensign will not be flown.

2. The hours for hoisting and hauling down the ensign at air force stations will necessarily vary in different places and at different seasons of the year, but will be usually at the first convenient morning parade and at the hour for mounting of guards and duties.

3. The ensign will be flown at the stern by all H.M. airships when in the air.

4. Where the ensign is flown under clause 1, it will be hoisted at the peak (where one is provided). It will be hauled down at sunset.

5. At the hoisting and hauling down of the ensign the guard will turn out (*see also* para. **826**). The following ceremonial will then be carried out:—

(*a*) Hoisting of ensign: "Attention" will be sounded; the ensign hoisted; the general salute sounded, and the guard will present arms.

(*b*) Hauling down of ensign: "Attention" will be sounded; the ensign hauled down; the guard and sentries whose posts are within hearing of the trumpet call will present arms; "Retreat" will be sounded.

(*c*) When "Attention" is sounded all officers and airmen within hearing will stand at attention, face the flagstaff, and officers will salute whilst the ensign is being hoisted or hauled down.

6. On occasions of half-masting (*see* para. **157**), when the ensign is ordered to be half-masted throughout the day, it will be hoisted close up in the morning and immediately lowered to half-mast. At sunset, the ensign will be hoisted close up before being hauled down.

7. The ensign will not be flown by flying boats except when at moorings in foreign waters. When flown, it will be flown from the most suitable position, according to the type of flying boat concerned.

8. Ships and vessels employed in the service of the R.A.F. will fly the ensign (from an ensign staff in the stern) on the following occasions:—

(*a*) In foreign waters.

(*b*) In British waters—

(i) When outside territorial waters (day only).

(ii) When proceeding on extended coastal cruises, though not outside territorial waters (day only).

(iii) When H.M. ships are dressed (day only).

(iv) When going alongside a foreign warship or aircraft (day and night).

* The standard in this case is that designated as for "other members of the Royal Family."

Digitized by Google

(v) When flying in the bows one of the special flags referred to in Article 112 of King's Regulations and Admiralty Instructions —*see* Appendix XXI (day only).

157. The R.A.F. Ensign—Occasions for Half-masting.—1. The procedure in regard to half-masting the ensign will be as follows:—

(*a*) *At home.*—On the death of a member of the British Royal Family, a foreign sovereign or the president of a republican state, the King's pleasure with regard to the half-masting of the R.A.F. ensign will be communicated to the Air Ministry by the Lord Chamberlain. An air or other officer commanding will await instructions from the Air Ministry on such occasions.

(*b*) *Overseas (except India).*—On the death of any of the personages mentioned in para. **141** (*a*), (*b*) and (*d*), the King's pleasure with regard to the half-masting of the R.A.F. ensign will be communicated by telegraph to the King's representatives abroad, from whom air or other officers commanding will take their instructions. If no instructions are issued the ensign will not be half-masted.

(*c*) *India.*—In India the procedure will be as laid down by the Government of India.

2. *See* para. **158**, clause 6, as to the procedure to be observed in hoisting to, and hauling down from, the half-masted position.

158. Distinguishing Flags* for Officers—When to be Flown.—1. The distinguishing flag of the air or other officer in command will be hoisted at the masthead whenever the ensign is hoisted at the peak, except on those occasions when the Royal Standard or the personal standard of a member of the Royal Family takes its place under para. **155**. At stations where more than one unit is located the flag of the senior air force officer only will be flown at the masthead.

2. When ships and vessels employed in the service of the R.A.F. are conveying air officers or officers in command on ceremonial occasions, the distinguishing flags will be flown in the bows. They will not be flown in such craft at any other time.

3. Extracts from King's Regulations and Admiralty Instructions relating to the special use of the R.A.F. ensign as the distinguishing flag of air officers afloat are contained in Appendix XXI.

4. (*a*) The appropriate distinguishing flag may be flown in miniature on a service motor car—

(i) at all times, by the Chief of the Air Staff;
(ii) only when visiting a R.A.F. unit, by any other service member of the Air Council and by an Inspector-General of the R.A.F.;
(iii) at all times, by an air officer in command of a command or group;
(iv) only when visiting Army or R.A.F. units, by the Commandant of the R.A.F. Regiment.

(*b*) For the Chief of the Air Staff, the flag will be flown in a central position above the radiator. Otherwise, the flag will be flown from a flagstaff mounted on the near side front wing.

(*c*) The use of distinguishing flags in miniature by officers other than those referred to in sub-clause (*a*) is forbidden.

* For description *see* A.P. 1081.

Digitized by Google

Compliments to Royal personages and between officers of different ranks in boats.

Rank of officer in boat.	*Officer being saluted.*	*When passing*			*Meeting at landing-place*		
		Under oars.	*Under sail.*	*Under power.*	*Single banked boat.**	*Double banked boat.*	*Power-driven boat.*
1. All officers. Coxswain, if there is no officer in the boat.	Royal or Imperial personages.	Toss oars.* Officer or coxswain salutes.	Let fly sheet. Officer or coxswain salutes.	Stop engines.† Officer or coxswain salutes.	Crew to attention.‡ Officer or coxswain salutes.	Crew stand up. Officer or coxswain salutes.	Crew stand at attention.§ Officer or coxswain salutes.
2. All officers of a rank junior to the officer being saluted. Coxswain, if there is no officer in the boat.	A.O.C.; C-in-C.; G.O.C.; air, flag or general officers with flag flying.	Do. do.	Do. do.	Do. do.	Do. do.	Do. do.	Do. do.
3. Do. do.	Air, flag or general officers (otherwise than in 2). Other officers above the rank of squadron leader, lieutenant-commander or major.	Lay on oars. Officer or coxswain salutes.	Do. do.	Ease engines. Officer or coxswain salutes.	Do. do.	Crew to attention.‡ Officer or coxswain salutes.	Do. do.
4. Do. do.	Officers of the rank of squadron leader, lieutenant-commander or major.	Officer or coxswain salutes.			Do. do.	Do. do.	Do. do.
5. Do. do.	All officers junior to squadron leader, lieutenant-commander or major.	Officer or coxswain salutes.					

* In boats fitted with crutches, oars will never be tossed, but the salutes given by laying on oars.
† "Stop engines" will be interpreted as "Throttles closed—gear in neutral."
‡ "Crew to attention" means sitting square on thwart facing aft. The order "Boat's Crew" will be used for this purpose.
§ When crew stand up they are to face in the direction of the officrs they are saluting. Crews of dinghies will not stand up but will sit up smartly and salute.

Digitized by Google

159. *Deleted.*

160. Salutes in Boats.—1. The rules for paying compliments to Royal personages and between officers of different ranks in boats are laid down in the table on page 58. When officers of corresponding rank pass one another, the officers in charge of the boats will mutually salute.

2. Laden boats or those towing or in tow are not included in the rules given in clause 1. The officer or coxswain only will salute.

3. Coxswains of boats, when an officer is in charge, do not salute.

4. Boat-keepers will stand up and salute officers who pass their boats, unless the boat's awning is spread, when they will sit up smartly and salute.

5. When an officer of air rank is saluted with guns he will, on the first gun being fired, if in a power-driven boat, stop the engines, or, if in a pulling boat, "lay on oars," and, on the last gun being fired, will turn towards the ship and salute.

6. When passing a funeral party afloat with the body, oars will be tossed by double banked boats, and the corresponding marks of respect will be paid by pulling boats and power-driven boats.

SECTION II.—SERVICE FUNERALS.

170. When Provided.—An air force funeral will be accorded to—

(*a*) an officer or airman buried at, or near, the station at which he is serving at the time of his death;

(*b*) an officer or airman who dies away from his station, or whose relatives desire that he shall be buried in a particular locality away from his station, provided that an air force unit stationed in the vicinity can supply trailer and personnel by its own transport, and that additional expense to the cost of petrol is not incurred. (In certain cases military units may be in a position to assist, with the approval of the general officer commanding); or

(*c*) an officer or airman, in exceptional circumstances, who is buried at a distance from an air force unit. When additional expense in the conveyance of personnel is involved, prior sanction must be obtained from the Air Ministry.

171. Entitlement.—Subject to para. 170, an officer is entitled to burial with air force honours provided that he was on the active list at the time of his decease; an airman is so entitled if up to the time of his death he had been in receipt of pay from air force funds. Exceptions will be made only with the approval of the Air Ministry, but if approved, air force honours may be accorded to an officer or airman whose death was directly attributable to wounds received in action, and also to retired officers of air rank.

172. Arrangements.—1. An air or other officer commanding will make all arrangements for the burial of an officer or airman belonging to his command, and when the funeral is arranged to take place outside his command will arrange directly with the air or other officer commanding the command where the interment will take place, who must then at once assume entire responsibility for the funeral. When the relatives desire the body of the deceased to be despatched by railway or otherwise, they

Digitized by Google

become responsible for the necessary arrangements. The C.O. will, however, assist the relatives to the greatest extent possible, placing himself in direct communication with them, and will inform them immediately of the extent of the assistance that may be rendered from air force funds, if they express a desire to remove the body for burial (*see* para. **3394**, clauses 2 and 5). Where the body will require to be transported through London, the C.O. will satisfy himself, whenever possible before it leaves his charge, that arrangements have been made by the relatives for the transportation of the body across London; if in doubt he will immediately report by telegram to the Air Ministry. Service transport for conveyance across London cannot be provided except when specially approved under para. **170** (*c*).

2. An officer, in arranging for a funeral with or without air force honours, will bear in mind the provisions of Section XIII of Chapter XXXVIII.

3. Service transport may be used (where necessary) to the following extent, provided that, except where specially approved under para. **170** (*c*), no expense to the public is incurred beyond the running costs of the vehicles used:—

(*a*) For an air force funeral:—

(i) For the conveyance of the funeral party authorised in para. **173**, from the unit to the place at which the funeral procession is formed up, and back again. Conveyance for the band will not be admissible unless the band is available at the station from which the funeral is being undertaken.

(ii) Tender and trailer for the coffin.

(iii) For the conveyance of the relatives between the nearest railway station and the place at which the funeral procession is formed up.

(iv) Where the body is to be sent by rail, a tender and trailer to the nearest railway station, and from the railway station to which the body is forwarded to the place at which the funeral procession is formed.

(*b*) For a private funeral:—

(i) Tender and trailer to convey the body from the place at which it is lying to the burial ground, where both places are situated in the vicinity of the unit.

(ii) As in (*a*) (iv), provided that the railway station and the place at which the funeral procession is formed are in the vicinity of the unit supplying the transport.

173. Funeral Parties.—1. At a R.A.F. funeral, officers will march in threes in order of seniority of rank from front to rear, and airmen will march in a similar manner in the rear of the officers. This order of marching will apply to all parties attending the funeral except the firing party.

2. Funeral parties of officers and airmen will consist of the following, who will conform with the ceremonial laid down in A.P. 818A, Part II:—

(*a*) *The escort party.*—In the event of sufficient personnel being available, the following escorts will be provided:—

Digitized by Google

Funeral of	Escort.
Marshal of the R.A.F.	40 officers and 500 airmen.
Air chief marshal	30 „ „ 300 „
Air marshal	10 „ „ 200 „
Air vice-marshal	5 „ „ 100 „
Air commodore	4 „ „ 75 „
Group captain	3 „ „ 55 „
Wing commander	2 „ „ 50 „
Squadron leader	1 officer „ 45 „
Flight lieutenant	1 „ „ 40 „
Flying officer	1 „ „ 35 „
Pilot officer or acting pilot officer	1 „ „ 30 „
Warrant officer	1 warrant officer and 25 airmen
Sergeant	1 sergeant and 20 airmen.
Other airmen	1 „ „ 10 „

The Admiralty or War Office will be informed of the arrangements for the burial of an officer of or above the rank of air commodore, in order that the appropriate salute of guns may be accorded by either the R.N. or the Army, if it is so desired.

(*b*) *The firing party* will consist of one sergeant, one corporal, ten aircraftmen, and two trumpeters. The party will be under command of the sergeant.

(*c*) *The bearer party* will consist of six airmen and a reserve of four airmen. At an airman's funeral the bearer party will form the supporting party when the coffin is not being borne.

(*d*) *The supporting party.*—The pall will be accompanied by six officers, or six airmen, of the same rank as that held by the deceased, but if sufficient officers or airmen of that rank cannot be obtained those next in seniority will take their place.

(*e*) *The attending party* will consist of as many officers and airmen of the unit as may be desirous of attending and can be spared from their duties.

(*f*) *Band*, if available.

3. At a service funeral which is attended by representatives of the other services, the officers of the three services will march in the cortège together and not in separate groups, taking their position according to their relative rank, in the order adopted by the service to which the deceased belonged. Similarly, the order adopted by the service to which the deceased belonged will govern the position in the cortège of the units of men of the three services.

4. An air or other officer commanding may attend or depute an officer under his command to represent him at the funeral of an officer, cadet or airman of the command killed while on flying duties. The officer deputed may, at the discretion of the A.O.C., be selected either from the unit to which the deceased belonged or from the unit most accessible to the place at which the funeral is held. The A.O.C.-in-C. concerned may, at his discretion, depute an officer to represent him at the funeral, which representative may be additional to the representative of the A.O.C. Travelling expenses necessarily incurred on this duty will be allowed as a charge against air force funds.

Digitized by Google

CHAPTER VI.

UNIFORM.

SECTION I.—GENERAL.

184. Authorised Patterns to be adhered to.—1. A C.O. is forbidden to introduce, or sanction the use of, any unauthorised deviation from the sealed patterns of dress, badges or accoutrements.

2. Uniform clothing will be worn as approved for use by the C.O., and unit tailors and shoemakers are forbidden to carry out any unauthorised alteration in, or deviation from, the sealed patterns. An airman will be liable to make good at his own expense any restoration to pattern, or replacement, of any garment issued to him which is subsequently improperly altered. A C.O. will periodically bring this regulation to the notice of all airmen serving under him.

185. Officer to provide Kit.—An officer, on first appointment to a commission, will be required to provide himself with the compulsory articles of kit as laid down in A.P. 1358, Appendix I. He will be required to maintain his kit in good order and to the scale laid down, at his own expense, and to equip himself with any additional articles ordered to be worn. Flying clothing and other equipment classed as service issues are not required to be maintained at his own expense.

185A. *Deleted.*

186. Unauthorised Emblems.—No unauthorised ornament or emblem will be worn in uniform. An officer or airman when not on duty may, however, wear the national flower or emblem in the head-dress on St. George's Day, St. Andrew's Day, St. David's Day and St. Patrick's Day, according to nationality, and the poppy on Remembrance Day.

187. Scarves and Fur Collars.—1. An officer or airman is forbidden to wear a scarf of any description with uniform, except while in the air.

2. The wearing of fur collars with overcoats or waterproofs of any description is prohibited.

188. Trinkets, &c., Forbidden.—In uniform, watch chains and trinkets will not be worn in such a manner as to be seen.

189. Growth of Hair, &c.—The hair of the head will be kept well cut and trimmed. Beard or whiskers will not be worn. If a moustache is worn the upper lip will be entirely unshaven.

190. Canes.—Canes or sticks of any description will not be carried by officers when in uniform or by airmen when on duty. When off duty an airman may, at his option, carry a cane of the regulation pattern.

191. *Deleted.*

Digitized by Google

192. Service Police to Wear Armlets.—When on duty, service police, and any other airmen employed as provided in para. **1098**, will wear, on the left arm above the elbow, a black cloth armlet 2½ inches wide with red cloth letters—$\frac{\text{R.A.F.}}{\text{S.P.}}$

193. Mourning.—1. Court mourning will not be observed by the R.A.F. except as follows:—

(*a*) Officers will not attend balls or dances in uniform during a period of Court mourning. At units at home, if permission is desired in special circumstances to relax this restriction, application will be made by the A.O.C. concerned to the Air Ministry, when His Majesty's pleasure will be taken. At units abroad the A.O.C. concerned will submit the application direct to His Majesty's chief representative.

(*b*) Officers will wear a black crape band 3½ inches wide round the left arm above the elbow when attending a Court function.

2. In the event of service mourning being ordered, special instructions will be issued regarding its application and duration.

3. When attending, in uniform, funerals or memorial services *connected therewith*, officers and warrant officers will wear a mourning band of black crape, 3½ inches wide, round the left arm above the elbow. Mourning bands will not be worn at other memorial services or at ceremonies such as the unveiling of memorials and the celebration of Remembrance Day.

4. An officer or warrant officer in private mourning may, when in uniform, wear a mourning band as described above. A N.C.O. or airman of lower rank may similarly, whether in private mourning or at a service funeral, wear a mourning band of black material should he wish to do so. Mourning will not, however, be worn at Court unless the Court is in mourning.

194. Uniform at Fancy Dress Balls.—An officer or airman is forbidden to wear air force uniform of any pattern, or date, at fancy dress balls.

195. Arms and Accoutrements on Leave.—An airman, when proceeding on leave, will not take with him any arms or accoutrements other than such as may be necessary to enable him to be properly dressed.

196. Irregularities to be Reported.—It is the duty of every officer, warrant officer and N.C.O. to report irregularities of dress or misdemeanour of airmen on leave, or pass, whether the airmen belong to his own unit or not.

197. Public Clothing.—An officer or airman will not wear public clothing (other than the greatcoat) except when authorised on duty.

198. Flying Badge, Observer's Badge and Air Gunner's Badge—When to be Worn.—1. An officer or airman will not wear the flying

Digitized by Google

badge, observer's badge or air gunner's badge until authority for him to do so has been granted in accordance with para. **811, 812, 817** or **818.**

2. Officers and airmen who qualified as pilots or observers in the R.A.F. prior to the introduction of the conditions laid down in para. **811, 812** or **817,** or who qualified under regulations in force from time to time in the Royal Flying Corps or the Royal Naval Air Service, may wear the flying badge or observer's badge, as the case may be, provided that the qualification appears in the official records of officers held by the Air Ministry, or of airmen held by the Officer i/c Records. Any cases of doubt should be referred to the Air Ministry or the Officer i/c Records as appropriate.

3. The flying badge, observer's badge or air gunner's badge will be worn by those officers and airmen duly authorised to wear it with all descriptions of air force uniform.

4. When qualified as pilots, officers seconded or reseconded from the Army will wear the flying badge with all descriptions of uniform. On return to the Army, officers who qualified as pilots in the R.A.F. or who qualified under regulations in force from time to time in the Royal Flying Corps or the Royal Naval Air Service may continue to wear the badge with all types of military uniform, provided that the qualification appears in the official records held by the Air Ministry. Other ranks who qualified as pilots under these regulations may also wear the flying badge, provided that the qualification appears in the official records held by the Officer i/c Records. In no circumstances will the flying badge be worn with any pattern of naval or marine uniform.

5. The flying badge, observer's badge or air gunner's badge will not be regarded as the equivalent of a regimental badge and will not be worn except as authorised by these or other regulations of the Air Council.

199. Uniform of Seconded or Reseconded Officers.—1. An officer holding a permanent commission on the active list of the regular Army, while seconded or reseconded to the R.A.F. for flying duties, will, on all occasions, wear the appropriate uniform of his corps or regiment.

2. An officer, other than one referred to in clause 1, while normally required to wear, on the appropriate occasions, the mess dress and, if he is in possession of it, the full dress of his parent service, is, however, permitted to purchase, without assistance of any sort from public funds, the air force mess dress and to wear it instead of that of his parent service. He will be required to provide himself with, and to wear, while seconded to the R.A.F., the air force service dress.

200. *Deleted.*

201. Leave from Abroad—Uniform.—An officer proceeding on leave from abroad will be in possession of uniform for use in the event of his being detailed for duty while on leave, or on board ship. (*See also* para. **995.**)

202. Wearing Uniform in Foreign Countries.—1. An officer or airman while travelling in a foreign country (except when actually

Digitized by Google

accompanying air forces or troops) will not wear uniform without having obtained the permission of His Majesty's representative in that country: such permission will be granted only when he is employed on duty, or attending Court or state ceremonies to which he has been invited. Permission to wear uniform at foreign manœuvres can be obtained only from the Air Ministry.

2. An officer serving with a unit, or taking passage, in one of H.M. ships, will conform to Admiralty regulations as to the wearing of uniform ashore in foreign ports.

203. Uniform to be Worn while on Duty.—Uniform will be worn by officers and airmen while on duty.

203A. Wearing of Plain Clothes.—

At Home.

1. Plain clothes may be worn by officers when not on duty. Plain clothes may also be worn by airmen, when not on duty, with the following exceptions:—

(*a*) Apprentices, boy entrants and recruits, whilst under training as such.

(*b*) Airmen below the rank of sergeant when visiting one of H.M. ships.

(*c*) Airmen below the rank of sergeant within the limits of a naval military or air force station, unless—

(i) attending as spectators or taking part in games;

(ii) in their married quarters;

(iii) proceeding between barracks and the station limits on leaving or entering that station, whilst on leave or pass.

2. It is within the discretionary power of C.Os. to withdraw from airmen the privilege of wearing plain clothes when not on duty, should they consider this necessary, either generally or in individual cases.

Abroad.

3. Plain clothes may only be worn under regulations laid down by air or other officers commanding and approved by the Air Council.

204. Airmen's Greatcoats.—1. Except as provided in clause 2, the greatcoat when worn by N.C.Os. and aircraftmen will be worn buttoned up at the throat.

2. When "walking out" airmen may leave the top button of the greatcoat undone with the lapels folded back. If the weather is warm the coat may be carried over the arm.

205. Removal of Head-dress.—1. In a civil court an officer or airman will remove his cap while the judge or magistrate is present, except

Digitized by Google

when the officer or airman is on duty under arms with an escort inside the court.

2. An airman will remove his cap from his head when he is brought before an officer on any charge.

206. Equerries—Uniform to be Worn by.—An officer who holds the appointment of equerry to the King, or to a member of the Royal Family, may wear the uniform of his rank appropriate to the occasion at all state functions.

207. Retired, &c., Officers—Uniform.—1. Officers on the retired and reserve lists, and ex-officers who have been permitted to retain their rank under the provisions of Chapter XLI, Section VII, may wear the uniform of their rank on special occasions, when attending ceremonials and entertainments of a service nature and on occasions of ceremony when the wearing of uniform is appropriate. The dress worn, however, must be that which is appropriate to the occasion.

2. Officers on the reserve list, except while on probation, may be required to wear the uniform of their rank and branch when carrying out their periodical training and when employed on an official duty which would necessitate the wearing of uniform by an officer on the active list if he were similarly engaged.

3. Except as provided in clause 1, officers on the retired list will wear the uniform of their rank only when so ordered by the Air Ministry.

208. *Deleted.*

209. Wearing of Uniform after Discharge or Transfer to Reserve.—1. An airman is not permitted to wear uniform after his discharge from the service.

2. The wearing of uniform by a reservist is only permissible after he has been called up during a period of mobilization in a national emergency, or for periodical training.

3. The unauthorised wearing of an airman's uniform by a person not subject to the Air Force Act is a punishable offence and offenders are liable to apprehension by the civil police.

210. Participation of Airmen in Salvation Army Meetings and Processions.—An airman is permitted to wear uniform when—

(*a*) attending meetings held in Salvation Army barracks,
(*b*) playing in Salvation Army bands, or
(*c*) taking part in such processions as are deemed to be an integral part of the religious observance of the Salvation Army.

SECTION II.—DRESSES AND THE OCCASIONS ON WHICH THEY ARE TO BE WORN.

216. Officers.—The following table gives the various dresses sanctioned for use by officers and specifies the occasions on which they are to be worn. The details of each dress are laid down in the "Dress Regulations," and sealed patterns are kept at the Air Ministry.

Digitized by Google

Dresses.	Occasions.
No. 1. " Full "* (Home)	(*a*) His Majesty's levees and state occasions.† (*b*) Royal escorts. (*c*) Guards on royal residences. (*d*) Guards of honour, ceremonies and entertainments when ordered. (*e*) Official or public† balls, dinners, luncheons or breakfasts, and evening receptions, as may be specially ordered. (*f*) Weddings (if desired).
No. 2. " Full "* (Tropical) In the winter, No. 1 dress will be worn.	As for No. 1 dress.
No. 3. " Mess "‡ (Home)	On all formal occasions (e.g. when dining as guests in the mess of another service, dances) and when ordered by the C.O.
No. 3A. " Mess Undress "‡ (Home)	When dining in mess on ordinary occasions and when ordered by the C.O.
No. 4. " Mess "‡ (Tropical). In winter, No. 3 or No. 3A dress will be worn.	As directed by the air or other officer commanding.
No. 5. " Service " (Home)	As laid down in A.M.Os. from time to time.
No. 5A. " Field Service " (Home)	As laid down in A.P. 1358.
No. 6. " Service " (Tropical)	As laid down in A.M.Os. from time to time.
No. 6A. " Field Service " (Tropical)	As laid down in A.P. 1358.

* The purchase of full dress is optional; consequently officers who are not in possession of full dress will wear service dress or such other dress as may be specially ordered. Officers seconded to the R.A.F. will wear the full dress of their parent service if they are in possession of it. (*See* para. 199.)

† The following are considered to be state occasions:—
(*a*) When the King, or a representative of the King, is present.
(*b*) The parade in celebration of the birthday of the King.
(*c*) When specially ordered on the occasion of any parade, ceremony or entertainment at which a member of the Royal Family is present.

A function or entertainment, given or arranged by any government department, or government institution, will be regarded as an official occasion.

When invitations are issued in the name of any municipal corporation, institution, or livery company, the occasion will be regarded as a public one.

‡ Officers seconded to the R.A.F. will wear the mess dress of their parent service. (*See* para. 199.)

Digitized by Google

217. Airmen.—The following table gives the various dresses sanctioned for use by airmen and specifies the occasions on which they are to be worn. Sealed patterns of each dress are kept at No. 1 Maintenance Unit.

Dresses.	Occasions.
No. 1. Service dress (blue)* (*See* No. 3 for use abroad.)	(*a*) State ceremonies. (*b*) Royal escorts. (*c*) Guards on royal residences. (*d*) Church parades. (*e*) Guards of honour. (*f*) Funerals. (*g*) Walking out. (*h*) Courts martial. (*j*) Inspections.
No. 2. Service dress (blue)* Trousers may be worn instead of pantaloons (breeches in the case of warrant officers) as working dress within the unit, and on flying duties except on occasions when it is necessary to attend a ceremonial parade at the end of a journey.	(*a*) Active service. (*b*) Guards when service dress No. 1 is not worn. (*c*) Daily duties.
No. 3. Tropical (khaki drill)	As for No. 2 dress. But may be worn in lieu of service dress No. 1 abroad under the authority of the air or other officer commanding.

218. Arms and Equipment.—Arms and equipment as may be ordered will be carried on parade or other occasions in all orders of dress.

Section III.—Manner of Wearing Orders, Decorations, and Medals.

228. Orders, &c., to be worn with Full Dress.—1. Orders, decorations and medals will be worn with full dress in the manner indicated in this para.

2. Orders, decorations and medals, with the exception of those referred to in clause 3 and para. **236,** clause 1 (*b*), will be worn on the left breast in the order specified in para. **232** in the following manner:—

(*a*) Orders, decorations and medals will be suspended from a single bar, of which no part is to be seen.

(*b*) When the orders, decorations and medals cannot, on account of their number, be suspended so as to be fully seen, they are to overlap, the highest showing in full.

* These dresses are identical in pattern, No. 1 being that which is in the better condition.

Digitized by Google

(*c*) The bar referred to in (*a*) above will be centred between the top and second buttons of the tunic, and the middle of the bar, irrespective of the number of orders, decorations and medals, will be midway between the line of buttons and the sleeve seam of the tunic. The bar will not project beyond the line of buttons of the tunic, and will be horizontal.

3. Orders and decorations which are worn otherwise than on ribbons on the breast will be worn as follows:—

(*a*) The insignia of the 1st class (knight grand cross or knight grand commander) are worn as follows:—

(i) The broad ribbon over the right shoulder, the bow from which the badge is suspended resting on the left hip, immediately below the belt or sash. Only one ribbon is worn.

(ii) Stars are worn on the left breast. When two stars are worn, that of the senior order is placed directly above the other. Three stars are worn in triangular formation, the star of the senior order on top and the others beneath in line with one another (that of the second order being towards the wearer's right): or alternatively, the stars of the senior and of the second order may be worn in line with each other (the star of the former being towards the wearer's right) and the star of the third order beneath. When four stars are worn, the star of the senior order is worn above, the stars of the second and third orders beneath in line with one another (that of the second order being towards the wearer's right) and the star of the fourth order beneath, directly below that of the senior order. Not more than four stars may be worn at any one time.

(*b*) The insignia of the 2nd class (knight commander) are worn as follows:—

(i) The ribbon with the badge attached is worn round the neck inside and under the collar of the uniform coat so that the badge hangs outside about an inch below the collar. Where a knight commander is in possession of more than one ribbon and badge, the remaining badges will be worn one below the other, commencing about an inch below the senior badge, each suspended from a ribbon emerging about three-quarters of an inch between the buttons of the tunic. A small eye is stitched inside the tunic, to which the ribbon is fastened by a hook. Not more than three neck badges may be worn at any one time.

(ii) Stars are worn on the left breast. The instructions in (*a*) (ii) above also apply to the stars of knights commanders.

(*c*) The insignia of the 3rd class (companion or commander) are ribbons and badges worn round the neck in the manner laid down at (*b*) (i) above.

Digitized by Google

229. Orders, &c., to be worn with Mess Dress.—1. With mess dress miniature badges of orders, decorations and medals will be worn. They will be arranged on a bar in the manner laid down in para. **228**, clause 2, and the bar will be worn on the left lapel of the jacket. If necessary the bar should extend over the lapel of the jacket. Knights grand cross, knights grand commanders, knights commanders, companions and commanders will wear on the bar the miniature badge of the order or orders to which they belong.

2. Stars, ribbons and badges (except the ribbons and badges of the Orders of Merit and of Companions of Honour) are not worn with mess dress.

3. The insignia of the Orders of the Garter, the Thistle and St. Patrick and of the Orders of Merit and of Companions of Honour are not worn in miniature.

230. Orders, &c., worn with Service Dress.—1. Orders, decorations and medals will be worn in service dress uniform as follows:—

(*a*) At levees and at investitures at which levee dress is worn.	By all officers when not in possession of full dress, and airmen.
(*b*) At service funerals and memorial services connected therewith.	By all officers and airmen.
(*c*) On ceremonial parades and at passing-out inspections.	By all officers and airmen when actually on parade with their units or formations*.
(*d*) When walking out	By all airmen.
(*e*) At general and district courts martial.	By all officers and airmen.

2. On these occasions, insignia and ribbons will be worn in accordance with the following instructions:—

(*a*) *Insignia worn otherwise than on ribbons on the breast.*

(i) Broad ribbons (knight grand cross and knight grand commander) will not be worn with service dress.

(ii) Stars of orders, not exceeding two in number, will be worn on the left side in line, and immediately below the medals.

(iii) Not more than two badges worn round the neck will be worn. An officer in possession of one badge will wear it round his neck with the ribbon under the shirt collar and the badge over the tie; an officer in possession of more than one badge will wear the badge of the senior order round his neck, and that of the next senior order suspended from a ribbon emerging about three-quarters of an inch immediately below the top button-hole of the jacket, a small eye being stitched inside the jacket, to which the ribbon is fastened by a hook.

* Includes air or other officers commanding groups or higher formations and their staffs when actually on parade with their formations. Inspecting officers and their staffs do not wear orders, decorations or medals.

Digitized by Google

(*b*) *Insignia worn on ribbons on the breast.*

(i) Orders, decorations and medals, with the exception of those referred to in (*a*) above and para. **236**, clause 1 (*b*), will be worn in the prescribed order (*see* para. **232**) on the left breast. Where a decoration or medal has been awarded but not issued, the ribbon will be worn in the place assigned to the decoration or medal.

(ii) The orders, decorations and medals and their ribbons will be attached to a bar as laid down in para. **228**, clause 2.

(iii) The bar will be fastened to the jacket immediately above the row, or top row, of medal ribbons (*see* para. **233**) which are worn on occasions other than those specified in clause 1, and in such manner that the ribbons are not seen.

(iv) Officers and airmen will make their own arrangements for the provision of the bar and for the attachment of medals thereto.

See para. **233** as to wearing of ribbons with service dress uniform.

231. Orders, &c., worn with Plain Clothes.—1. The following instructions are based on the official regulations issued by the Lord Chamberlain's Office relating to the wearing of orders, decorations and medals with plain clothes.

2. *With morning dress:*—

(*a*) All members of the various orders of knighthood, &c., and all persons who have been awarded decorations and medals may, should they wish to do so, wear their insignia, decorations and medals with morning dress on official occasions and at public functions.

(*b*) The ribbons of the orders, decorations and medals may be worn on all occasions at the discretion of the holder.

(*c*) The method of wearing the insignia of orders, also decorations and medals, on official occasions and at public functions with morning dress is as follows:—

Knights grand cross Knights grand commanders Dames grand cross Knights commanders Dames commanders	should wear the star only on the left breast of the coat or in a corresponding place on the dress, as appropriate.
Men who are members of the Orders of Merit or Companions of Honour Companions of the several orders of knighthood Commanders of the Royal Victorian Order Men who are commanders of the Order of the British Empire	should wear the ribbon (preferably of miniature width) to which the badge is suspended under the tie, which should be a bow, the badge hanging about an inch below the bow.

Digitized by Google

Women who are members of the Orders of Merit, Crown of India and Companions of Honour Women who are commanders of the Order of the British Empire Companions of the Distinguished Service Order Officers of the Order of the British Empire Members of the 4th and 5th classes of the Royal Victorian Order Companions of the Imperial Service Order Members of the Order of the British Empire Persons who have been decorated with— the Victoria Cross the Royal Red Cross the Distinguished Service Cross the Military Cross the Distinguished Flying Cross the Air Force Cross Persons who have been awarded medals	should wear the badges, decorations and medals on the left breast of the coat, or in a corresponding place on the dress, as appropriate.

(*d*) The method of wearing the ribbons of orders, decorations and medals, which will be the same in all cases, both for men and women, is as follows:—

A piece of the ribbon 1½ inches wide, or the width of the medal ribbon, and ½ inch in depth, mounted on a bar of metal in the form of a brooch, to be worn on the left breast of the coat, or in a corresponding place on the dress, as appropriate.

3. *With evening dress:*—

(*a*) Knights grand cross and knights commanders, on all occasions when wearing the stars of their orders, will also wear a ribbon and badge. The broad ribbon is worn on the waistcoat under the coat so that the badge is suspended resting on the left hip.

(*b*) One badge only is worn round the neck, and as a rule the senior badge is thus worn, unless a junior one should appear to be more appropriate to the occasion. The ribbon from which this badge is suspended is worn under the white tie, the badge hanging about an inch below. All badges are also worn, in miniature, with other decorations and medals on the lapel of the coat.

Digitized by Google

(c) The following are the occasions upon which orders, miniature decorations and medals are to be worn with evening dress, viz.:—

*(i) At all parties and dinners when any of the following members of the Royal Family are present:—

Their Majesties—
The King and Queen.
Queen Mary.
Their Royal Highnesses—
The Duke and Duchess of Gloucester.
The Princess Royal.
The Duke of Windsor.
The Duchess of Kent.
Princess Beatrice.
Princess Arthur of Connaught.
Princess Alice, Countess of Athlone.

†(ii) At all parties and dinners given in houses of ambassadors and ministers accredited to the Court, unless otherwise notified by the ambassador or minister concerned.

‡(iii) At all official dinners and receptions, including naval, military and air force dinners, dinners of city livery companies and public dinners.

‡(iv) On official occasions when entertained by—
The Lord Lieutenant of a county within his county.
The High Sheriff of a county within his county.
Cabinet ministers.
Ex-cabinet ministers.
Knights of the Order of the Garter.
Knights of the Order of the Thistle.
Knights of the Order of St. Patrick.
Great officers of state and of the King's household.
Lord mayors and mayors.
Lord provosts and provosts.

(v) Nothing in the above shall affect in any way the practice of the knights of the Orders of the Garter, Thistle and St. Patrick and members of the Order of Merit of wearing their insignia in accordance with previous custom.

232. Order in which to be Worn.—The following list shows the order in which orders, decorations and medals should be worn, but it in no way affects the precedence conferred by the statutes of certain orders upon the members thereof:—

Victoria Cross.
George Cross.

---

* The host should notify his guests if any of these members of the Royal Family will be present.

† A decoration of the country concerned should be worn in preference to a British one, and if both are worn the former should take precedence of the latter.

‡ The word "Decorations" on the invitation card to be the intimation from the host that the entertainment is an official one.

Digitized by Google

British Orders of Knighthood, etc.

†Order of the Garter.
†Order of the Thistle.
†Order of St. Patrick.
Order of the Bath.
‡Order of Merit (immediately after knights grand cross of the Order of the Bath).
Order of the Star of India.
Order of St. Michael and St. George.
Order of the Indian Empire.
Order of the Crown of India.
Royal Victorian Order (classes I, II, and III).
Order of the British Empire (classes I, II and III).
‡Order of the Companions of Honour (immediately after knights and dames grand cross of the Order of the British Empire).
Distinguished Service Order.
Royal Victorian Order (class IV).
Order of the British Empire (class IV).
Imperial Service Order.
Royal Victorian Order (class V).
Order of the British Empire (class V).

Baronets' Badge. (The badge is worn suspended round the neck by the ribbon in the same manner as the neck badge of an order and takes precedence immediately after the badge of the Order of Merit. The badge is not worn in miniature and the ribbon is not worn with undress uniform.)

Knights Bachelors' Badge. (The badge to be worn after the star of a knight commander of the Order of the British Empire. It is not worn in miniature and is not worn with undress uniform.)

Decorations.

Royal Red Cross (class I).
Distinguished Service Cross.
Military Cross.
Distinguished Flying Cross.
Air Force Cross.
Royal Red Cross (class II).

Orders given only in India.

Order of British India.
§Indian Order of Merit (Military).
Kaisar-i-Hind Medal.

Order of Burma.

Order of St. John.

* The order here given applies to those orders of similar grades. When the miniature or ribbon of a higher grade of a junior order is worn with that of a lower grade of a senior order, the higher grade miniature or ribbon should come first, e.g. the miniature or ribbon of a K.C.I.E. will come before a C.B., and a G.C.M.G. before a K.C.B. Not more than four stars of orders and not more than three neck badges may be worn at any one time in full dress uniform.

† These orders are not worn in miniature and the ribbons of the orders are not worn with undress uniform.

‡ This order is not worn in miniature, but is worn round the neck on all occasions except with service dress and certain orders of undress uniform.

§ The Indian Order of Merit (Military and Civil) is distinct from the Order of Merit instituted in 1902.

Digitized by Google

Albert Medal.
Medals for Gallantry and Distinguished Conduct.
Medal for Distinguished Conduct in the Field.
Conspicuous Gallantry Medal.
King's Police and Fire Services Medal, for Gallantry.
George Medal.
Edward Medal.
Distinguished Service Medal.
The Royal West African Frontier Force Distinguished Conduct Medal.
The King's African Rifles Distinguished Conduct Medal.
Indian Distinguished Service Medal.
Military Medal.
Distinguished Flying Medal.
Air Force Medal.
Constabulary Medal (Ireland).
Medal for Saving Life at Sea.
*Indian Order of Merit (Civil).
Indian Police Medal, for Gallantry.
Burma Police Medal, for Gallantry.
Colonial Police Medal, for Gallantry.
Burma Gallantry Medal.
§*British Empire Medal.*
Life Saving Medal of the Order of St. John.
†*War Medals (in order of opening dates of the campaigns to which awarded).*
Polar Medals (in order of date).
Jubilee, Coronation and Durbar Medals.
Queen Victoria's Jubilee Medal, 1887 (gold, silver and bronze).
Queen Victoria's Police Jubilee Medal, 1887.
Queen Victoria's Jubilee Medal, 1897 (gold, silver and bronze).
Queen Victoria's Police Jubilee Medal, 1897.
Queen Victoria's Commemoration Medal, 1900 (Ireland).
King Edward VII's Coronation Medal, 1902.
King Edward VII's Police Coronation Medal, 1902.
King Edward VII's Durbar Medal, 1903 (gold, silver and bronze).
King Edward VII's Police Medal, 1903 (Scotland).
King's Visit Commemoration Medal, 1903 (Ireland).
King George V's Coronation Medal, 1911.
King George V's Police Coronation Medal, 1911.
King's Visit Police Commemoration Medal, 1911 (Ireland).
King George V's Durbar Medal, 1911 (gold‡, silver and bronze).

* The Indian Order of Merit (Military and Civil) is distinct from the Order of Merit instituted in 1902.
† Medals awarded for services during the Great War (1914–1919) should be worn in the following order:—1914 Star, 1914–1915 Star, British War Medal, Mercantile Marine War Medal, Victory Medal, Territorial Force War Medal, India General Service Medal (for operations in Afghanistan, 1919).
‡ King George V's Durbar Medal in gold can be worn in the United Kingdom by Ruling Chiefs of India only.
§ Formerly the Medal of the Order of the British Empire for Meritorious Service; also includes the Medal of the Order awarded prior to 29th December, 1922.

Digitized by Google

King George V's Silver Jubilee Medal, 1935.
King George VI's Coronation Medal, 1937.

Police Medals for Valuable Services.

King's Police and Fire Services Medal, for Distinguished Service.
Indian Police Medal, for Meritorious Service.
Burma Police Medal, for Meritorious Service.
Colonial Police Medal, for Meritorious Service.

Efficiency and Long Service Decorations and Medals.

Long Service and Good Conduct Medal.
Naval Long Service and Good Conduct Medal.
Medal for Meritorious Service.
Indian Long Service and Good Conduct Medal (for Europeans of Indian Army).
Indian Meritorious Service Medal (for Europeans of Indian Army).
Royal Marine Meritorious Service Medal.
Royal Air Force Meritorious Service Medal.
Royal Air Force Long Service and Good Conduct Medal.
Indian Long Service and Good Conduct Medal (for Indian Army).
The Royal West African Frontier Force Long Service and Good Conduct Medal.
The King's African Rifles Long Service and Good Conduct Medal.
Indian Meritorious Service Medal (for Indian Army).
Volunteer Officers' Decoration.
Volunteer Long Service Medal.
Volunteer Officers' Decoration (for India and the Colonies).
Volunteer Long Service Medal (for India and the Colonies).
Colonial Auxiliary Forces Officers' Decoration.
Colonial Auxiliary Forces Long Service Medal.
Medal for Good Shooting (Naval).
Militia Long Service Medal.
Imperial Yeomanry Long Service Medal.
Territorial Decoration.
Efficiency Decoration.
Territorial Efficiency Medal.
Efficiency Medal.
Special Reserve Long Service and Good Conduct Medal.
Decoration for Officers of the Royal Naval Reserve.
Decoration for Officers of the Royal Naval Volunteer Reserve.
Royal Naval Reserve Long Service and Good Conduct Medal.
Royal Naval Volunteer Reserve Long Service and Good Conduct Medal.
Board of Trade Rocket Apparatus Volunteer Long Service Medal.
The African Police Medal for Meritorious Service.
Special Constabulary Medal.
Royal Naval Auxiliary Sick Berth Reserve Long Service and Good Conduct Medal.
Royal Fleet Reserve Long Service and Good Conduct Medal.
The King's Medal (for champion shots in the Military Forces).
The Colonial Police and Fire Brigades Long Service Medal.

Digitized by Google

Royal Naval Wireless Auxiliary Reserve Long Service and Good Conduct Medal.
Trans-Jordan Frontier Force Long Service and Good Conduct Medal.
Air Efficiency Award.

Union of South Africa Commemoration Medal.
Medals belonging to Orders.

Royal Victorian Medal (gold and silver).
Imperial Service Medal.
Royal Victorian Medal (bronze).
Service Medal of the Order of St. John.
Badge of the Order of the League of Mercy.

Voluntary Medical Service Medal.
Foreign Orders (*in order of date of award*).
Foreign Decorations (*in order of date of award*).
Foreign Medals (*in order of date of award*).

233. Wearing of Ribbons.—1. The ribbons of orders, decorations and medals will be worn with service dress (home and tropical), the same order of arrangement being followed as that laid down in para. **232**. (*See* para. **234**, clause 2, as to length of ribbons.)

2. Officers appointed to an order having more than one class will wear on the left breast (irrespective of the class to which they belong) the ribbon of the third class of an order of three classes and the ribbon of the fourth class of an order of five classes. For the Orders of the Bath and British Empire, the appropriate ribbon is one inch and a half in width.

3. The ribbons will be sewn on the cloth of the home pattern jacket without interval and, when the space between the sleeve seam and the line of buttons of the jacket is insufficient to accommodate them in one row, they will not be made to overlap, but will be arranged in two or more rows, placed immediately under each other with an interval of ⅛ inch between each row. When a second row of ribbons does not extend to the full length of the row above it, it will be arranged centrally below the row above it. A single row, or the lowest row, of ribbons will be placed immediately above the top line of the breast pocket of the jacket. The middle of the row, or rows, will be placed midway between the line of buttons and the sleeve seam of the jacket.

4. When worn with tropical service dress, ribbons will be arranged as in clause 3, but will be placed on a removable bar instead of being sewn on the cloth of the jacket.

5. The ribbon of a decoration or medal may be assumed from the date of the official notification of the award. The ribbon of a decoration or medal awarded, but not yet received, will be placed in its proper position of precedence (*see* para. **232**). The ribbon will be issued free, but demands will not be put forward until it has been notified that supplies are available.

6. Ribbons of orders and medals, to wear which private permission has been given, will not be sewn on the jacket, or, in tropical service dress, included on the bar.

7. Persons to whom any of the orders, decorations and medals detailed in para. **232** have been awarded (subject to para. **235B**, clause 4,

as regards foreign ones) may wear the ribbons thereof with service dress irrespective of the status of the individual at the time of the award, e.g. the ribbon of an award received by a civilian may be worn with service dress on subsequent entry into the R.A.F.

234. Length of Ribbons and Size of Miniature Badges.—1. When an order, decoration or medal is worn on the breast, the ribbon will be one inch in length unless clasps necessitate its being longer. When two or more decorations are worn they will be so arranged that the lower edges (or the lowest point of a star) are in line. The length of all ribbons will be regulated by that of the order, decoration or medal which, including any clasps, is the longest. These instructions will apply equally to miniature badges of orders, decorations and medals.

2. When ribbons without the badges of orders, decorations or medals are worn with service dress uniform, they will be seven-sixteenths of an inch in length. (*See also* para. **233.**)

3. Miniature badges of orders will be of the approved size as laid down in the statutes relating to the orders. Miniatures of decorations and medals will be approximately one-half the size of the decorations and medals which they represent.

235. Wearing, on Ribbons, of Emblems denoting Bars to Decorations, &c.—1. The following emblems will be worn on the ribbons of certain decorations, etc., when these are worn with service dress, to denote that the wearer has been awarded a bar or bars to the original decoration:—

Victoria Cross George Cross	As a miniature replica of the cross will be worn in the centre of the ribbon when the decoration itself is not worn, the award of a bar to the original decoration will be marked by the addition of a second miniature cross on the ribbon, an additional cross being added for each bar awarded.
Distinguished Service Order Distinguished Service Cross Military Cross Distinguished Flying Cross Air Force Cross Medal for Distinguished Conduct in the Field Military Medal Distinguished Flying Medal Air Force Medal George Medal British Empire Medal Medal for Meritorious Service	A small silver rosette of approved pattern will be worn in the centre of the ribbon; where two or more bars have been awarded to one of these decorations, etc., the corresponding number of rosettes will be worn.
1914 Star	A small silver rosette of approved pattern will be worn in the centre of the ribbon.

Digitized by Google

2. The emblems referred to above do not form part of the decoration, etc., and will not be worn on the ribbon when the decoration, etc., is worn either in original or in miniature.

235A. Wearing of Emblem denoting Mention in Despatches.—An oak-leaf emblem in bronze will be worn on the Victory Medal ribbon to denote that the wearer has been mentioned in despatches during the Great War. The emblem is in three sizes. The large size is for attachment to the ribbon when the medal is worn and will be affixed to the centre of the ribbon at an angle of 60 degrees from the inside edge of the ribbon. The medium size is for attachment to the small ribbon when the medal is not worn and will be affixed transversely across the ribbon, stem to the right. The small size is for use with the miniature medal and will be affixed in the same manner as the large size. Additional emblems will not be worn in respect of a second or subsequent mention in despatches.

235B. Ribbons of Foreign Orders, Decorations and Medals.—1. The ribbons of foreign orders, decorations and medals worn with service dress will be the plain ribbon of the order, decoration or medal, as the case may be. If, however, the ribbon of the badge or insignia of an order includes a rosette, a rosette will also be worn on the small ribbon worn on service dress uniform.

2. "Semi-knots" in addition to the rosette will be worn on the ribbon of the Legion of Honour with service dress by officers who have received the following classes of this decoration:—

Grand Cross	Two "semi-knots" of gold ribbon.
Grand Officer	One "semi-knot" of gold and one of silver ribbon.
Commander	Two "semi-knots" of silver ribbon.

The gold and silver ribbons of which the "semi-knots" are made are ¼ inch in width.

3. The ribbon of a foreign order or decoration worn with service dress will invariably be that of the grade or class most closely conforming in width to that of the British medal ribbon, i.e. as nearly as possible 1¼ inches.

4. The ribbons of foreign orders, decorations and medals may be worn only when permission has been given for the acceptance of the award, and, if the permission is a restricted one, on occasions which are specified as permissible.

236. Non-Military Medals.—1. The only non-military medals awardable for acts of gallantry which are allowed to be worn, when in uniform, are—

(*a*) British official medals, i.e. "the Albert Medal," "The Edward Medal," "The Board of Trade Medal," "The Life-Saving Medal of the Order of St. John" (to be worn on the left breast);

(*b*) the medals of the Royal Humane Society, the "Stanhope Gold Medal" awarded by that body, and the medal of the Royal National Lifeboat Institution (to be worn on the right breast); and

(*c*) medals awarded on behalf of the head or government of a foreign state (to be worn on the left breast).

Digitized by Google

2. Out of the above not more than two medals may be worn for one act of gallantry, viz. one British official medal, and, if awarded, one of the medals enumerated in clause 1 (*b*) or (*c*).

3. In no circumstances can medals awarded by private societies, other than those mentioned in clause 1 (*b*), be permitted to be worn.

4. Whenever any of the medals referred to in clause 1 are awarded to officers or airmen, a statement of the fact will be sent to the Air Ministry, in order that the necessary authority may be issued for the distinction to be worn.

237. *Deleted.*

238. Unauthorised Decorations, &c.—An officer or airman is forbidden to wear orders, decorations and medals, or their miniatures or ribbons, for the wearing of which authority has not been given.

Digitized by Google

CHAPTER VII.

ORDERS, DECORATIONS, MEDALS AND OTHER DISTINCTIONS.

SECTION I.—AWARD.

230. Immediate Rewards in the Field.—With a view to immediate reward in specially deserving cases, a limited number of decorations may be placed at the disposal of an air or other officer commanding in the field. The number allotted will depend on the nature and extent of the operations.

240. Recommendations not to be Divulged.—Whenever a recommendation is made that an officer or airman should be awarded an order, decoration or medal, other than a war medal or Long Service and Good Conduct Medal, the fact will not be divulged, either directly or indirectly, to the officer or airman or any of his relatives. It is also forbidden to inform the relatives of a deceased or "missing" officer or airman that a recommendation would have been made if he had remained with his unit.

241. Victoria Cross, Royal Red Cross, Military Cross, Military Medal.—The Royal Warrants governing the award of these decorations and medals are printed in the January and July editions of the *Air Force List*. Recommendations will be forwarded as occasion arises.

242. Order of the Bath.—Selected statutes governing appointments to the Military Division of this Order are printed in the January and July editions of the *Air Force List*. Recommendations for these appointments will not be forwarded save in respect of services rendered in the course of active operations in which event the recommendations will be made at the same time as any other recommendations for honours and rewards for the same operations.

243. Order of the British Empire.—1. Selected statutes governing appointments to the Military Division of this Order are printed in the January and July editions of the *Air Force List*: the instructions in Air Ministry Confidential Order 3/38 will be strictly observed in making recommendations for these appointments. Recommendations or "Nil" returns will be forwarded annually so as to reach the Air Ministry not later than 1st March.* When, however, the recommendation is in respect of services rendered in the course of active operations, it will be forwarded at the same time as any other recommendations for honours and rewards for the same operations.

---

* During the war commencing on 3rd September, 1939, recommendations or "Nil" returns, as appropriate, will also be forwarded so as to reach the Air Ministry not later than 1st October. Groups will render recommendations or returns to their respective command headquarters in sufficient time to enable the recommendations to be co-ordinated and transmitted to the Air Ministry by 1st March and 1st October.

Digitized by Google

2. Retired and other ex-officers serving in a civilian capacity with units and formations are not eligible for the Military Division. Recommendations on their behalf for the Civil Division should not be forwarded unless specially requested by the Air Ministry.

244. Distinguished Service Order.—The statutes governing admission to membership of this Order are printed in the January and July editions of the *Air Force List*. Recommendations will be forwarded as occasion arises.

244A. Distinguished Service Cross, Conspicuous Gallantry Medal, Distinguished Service Medal.—Summaries of the Orders in Council governing the award of the above-named decorations and medals are printed in the January and July editions of the *Air Force List*. Recommendations will be forwarded as occasion arises.

245. Distinguished Flying Cross, Air Force Cross, Distinguished Flying Medal, Air Force Medal.—1. The Royal Warrant governing the award of these decorations and medals is printed in the January and July editions of the *Air Force List*. When the recommendation is in respect of services rendered in the course of active operations it will be forwarded at the same time as any other recommendations for honours and rewards for the same operations.

2. In addition, a limited number of Air Force Crosses and Air Force Medals may be awarded twice annually, in the New Year and King's Birthday gazettes. Recommendations for these awards or "Nil" returns will be forwarded so as to reach the Air Ministry on 1st October and 1st March.*

245A. George Cross and George Medal.—1. The George Cross and George Medal are available for all ranks, an extremely high standard of gallantry being required for the award of the former. Recommendations for these awards will be forwarded as occasion arises and will contain full details of the act of gallantry, of the risks to which the person recommended was subjected during the act and of any injuries sustained. If a report concerning the incident has already been furnished to the Air Ministry a copy should be attached to the recommendation.

2. The detailed regulations governing the award of this decoration and medal are printed in the January and July editions of the *Air Force List*.

246. The British Empire Medal.—1. The British Empire Medal (Military Division) may be awarded to airmen under the following conditions:—

* During the war commencing on 3rd September, 1939, groups will render recommendations or returns to their respective command headquarters in sufficient time to enable the recommendations to be co-ordinated and transmitted to the Air Ministry by the appropriate date. Groups in which flying instructors are serving will also forward recommendations (or "Nil" returns) through their command headquarters so as to reach the Air Ministry by 1st February and 1st July, such recommendations being limited to flying instructors whose work has been outstandingly good and is regarded as deserving of special recognition.

Digitized by Google

(*a*) *For gallantry.*—To N.C.Os. and aircraftmen for approved acts of gallant conduct in the performance of air force duty (otherwise than in action or in the air);

(*b*) *For meritorious service.*—To N.C.Os. and aircraftmen for specially distinguished or meritorious service of a high standard. (*Note.*—Faithful or zealous performance of ordinary duty is not sufficient in itself. There must be either special services of a high degree of merit, such as the discharge of special duties superior to the airman's ordinary work, or highly meritorious performance of ordinary duties when these have entailed work of a dangerous or specially trying character.)

2. Recommendations for the award of the medal *for gallantry* will be put forward as occasion arises. When, however, the recommendation is in respect of services rendered in the course of active operations it will be forwarded at the same time as any other recommendations for honours and rewards for the same operations.

3. Recommendations (in triplicate) for the award of the medal *for meritorious service* or a "Nil" return will be forwarded (at the same time as recommendations for appointment to the Order—*see* para. **243**) so as to reach the Air Ministry not later than 1st March* each year. When, however, the recommendation is in respect of services rendered in the course of active operations it will be forwarded at the same time as any other recommendations for honours and rewards for the same operations. In every case the recommendation will be accompanied by a certified extract from the airman's documents on Form 200, which should be complete as far as possible and should include details of any former service. The instructions in Air Ministry Confidential Order 3/38 will be strictly observed in making recommendations.

4. A description of the medal is given in the statutes of the Order as printed in the January and July editions of the *Air Force List.*

247. Form of Recommendation.—1. Whenever recommendations for honours and rewards are submitted under paras. **241** to **246** the following form (typewritten, foolscap size) will be used:—

Confidential.

RECOMMENDATION FOR HONOURS AND REWARDS

(Use one form for each person recommended.)

Christian names (in full)..... Surname (in block capitals).....

Rank..... Official number.....

Command or group..... Unit.....

Give particulars of the meritorious service for which the recommendation is made, including date and place.

---

* During the war commencing on 3rd September, 1939, recommendations or "Nil" returns, as appropriate, will also be forwarded so as to reach the Air Ministry not later than 1st October. Groups will render recommendations or returns to their respective headquarters in sufficient time to enable the recommendations to be co-ordinated and transmitted to the Air Ministry by 1st March and 1st October.

(If further details of the meritorious service are contained in reports already furnished to the Air Ministry, copies of such reports should be attached. It is not sufficient merely to refer to the reports.)

State what recognition is recommended.....

State appointment held or how employed.....

Signature of Commanding Officer.....

Rank .....

Date..... Unit.....

Covering remarks of air officer commanding, or senior officer.

2. When an air or other officer commanding recommends more than one individual for any particular decoration or medal or class of an Order, the order of priority as between the individuals recommended will be stated.

3. Persons recommended must be known to be alive at the time the recommendation is initiated. Recommendations for the Victoria Cross, the George Cross or a mention in despatches may, however, be forwarded in respect of deceased persons.

248. Mentions in Despatches and Notations in Personal Records.—Lists of "mentions" accompanying a narrative of operations which is classified as a report may, if the Air Council think fit, be published in the *London Gazette*, even though the report itself is not so published (*see* para. **47B**, clause 4). "Mentions" so published will have the same effect for all purposes as "mentions in despatches" proper, i.e. names mentioned in a despatch which is itself published. If the lists are not published in the *London Gazette* they will be considered with a view to notations being made in the records of service of the personnel concerned. Lists of personnel for "mention" should be forwarded by air or other officers commanding in order of priority of recommendation. Recommendations need not be supported by individual forms under para. **247**, but care should be taken that any names mentioned in laudatory terms in the body of a report are repeated in the list of personnel recommended for "mentions" if it is desired that the personnel so referred to should be accorded official "mentions."

249. War Medals and Clasps—Award.—1. War medals and clasps are granted at the King's pleasure in commemoration of arduous campaigns and other well-fought operations which have entailed danger to life from enemy action or other exceptional risk and hardship. An air or other officer commanding when recommending the grant of such a medal will give his reasons in detail (*see* para. **47B**).

2. The A.M.O. notifying the institution of a medal or clasp for active operations will specify the nature and extent of the operations to which it applies and will give instructions as to the manner in which officers and airmen will make their claims.

3. Medals will be issued under Air Ministry instructions direct to units, for officers, and through the Officer i/c Records, for airmen.

4. The Officer i/c Records, on receiving medals for disposal, will despatch them to the persons for whom they are intended, subject, where applicable, to paras. **279** and **280**. If medals cannot be delivered (e.g. to airmen whose addresses cannot be ascertained), they will be retained by

Digitized by Google

the Officer i/c Records for custody and for issue if applied for within five years, after which time they will be disposed of as laid down in para. 272.

250. The Long Service and Good Conduct Medal—Conditions of Award. —1. The Long Service and Good Conduct Medal is a reward for long service with irreproachable character and conduct. In order to become eligible for the award of this medal an airman must have completed at least eighteen years' regular air force service (including any time served before reaching the age of eighteen). During the last twelve years of that service his character must have been continuously "Very Good," and assessed as such on his certificate of service. Mobilized service in the R.A.F. Reserve and embodied service in the Auxiliary Air Force may be allowed to count towards the 18 years' service required by this clause.

2. An airman transferred to the R.A.F. from the R.N., R.M. or the Army will reckon as qualifying service for the Long Service and Good Conduct Medal the whole of the service which satisfies the conditions laid down for the medal for good conduct in the King's Regulations for the R.N. and Army respectively, except that boys' time in the R.N. and R.M. will be counted.

3. An airman who rejoins the R.A.F. within five years of discharge and acknowledges his former service on re-enlistment, will be allowed to reckon as qualifying service for the Long Service and Good Conduct Medal the whole of the previous service which he was entitled to count as qualifying service on discharge.

4. An airman who, within five years of discharge from the R.N., R.M. or Army, enlists into the R.A.F. and acknowledges his former service on such enlistment, will be allowed to reckon as qualifying service for the Long Service and Good Conduct Medal service in any of the above branches of the forces, not exceeding four years, provided such service fulfilled the conditions governing the award of the naval or military Long Service and Good Conduct Medal respectively.

5. An airman invalided from the R.A.F. who is allowed to re-enter the R.A.F. and acknowledges his former service on re-enlistment may be allowed to reckon as qualifying service for the Long Service and Good Conduct Medal the whole of the previous service which he was entitled to count as qualifying service on being invalided.

6. An airman discharged on medical grounds from the R.N., R.M. or Army who is permitted to enter the R.A.F. may be allowed to reckon all his former service on the authority of the Air Ministry, without limitation as to its length or as to break between the two services, provided that it otherwise fulfils the conditions laid down in clause 4.

7. An airman whose character has at any time during his air force service been assessed as "Fair," or who has been found guilty by court martial of fraudulent enlistment, is absolutely ineligible for the Long Service and Good Conduct Medal, and, subject to clause 8, must not be recommended.

8. An airman rendered ineligible for the Long Service and Good Conduct Medal by clause 7 may be recommended for the medal by his A.O.C. if he displays gallantry in action or renders some special service in time of emergency. The Air Ministry may in such circumstances award the medal, but not the gratuity provided for in para. 311.

Digitized by Google

9. The adjutant will bring to the notice of the C.O. every airman who becomes eligible for the award, but the fact that the airman fulfils the conditions for eligibility gives him no claim to the medal.

10. A C.O. must recommend only such airmen as are in every way worthy of the distinction. Even when an airman is eligible in all respects, regard will be had to his conduct and character throughout his career, to the number and nature of offences recorded in his conduct sheets, irrespectively of the punishments which may have been awarded, and to the recommendations for the medal recorded on Form 125 since the airman completed 15 years' service. *See* para. **2106**, clause 8A.

251. The Long Service and Good Conduct Medal—Certificates to Ex-Naval Ratings.—1. An airman who, prior to transfer to the R.A.F., had re-engaged to complete time for pension in the R.N. or R.M., but who had not earned the naval Long Service and Good Conduct Medal, will not be entitled actually to receive the air force medal until he has completed the period of service required under para. **250**. In order, however, to preserve his right to the naval gratuity* he will be awarded a certificate with effect from the date on which he would have received the naval medal if he had not transferred to the R.A.F.

2. The certificate referred to in clause 1 will be regarded as the equivalent of the award of the medal, except that it will not carry with it the right to wear the ribbon of the medal. The certificate will be subject to forfeiture and subsequent restoration under the regulations contained in paras. **295** and **296**.

3. *See* paras. **2131** and **2132**, clause 19, as to the airman's documents; and para. **252** as to application for the certificate.

252. The Long Service and Good Conduct Medal—Applications.—1. Recommendations for the Long Service and Good Conduct Medal, and for the certificate referred to in para. **251**, will be forwarded on Form 784 direct (unless made under para. **250**, clause 8, when they will be forwarded through the A.O.C.) to the Officer i/c Records for transmission to the Air Ministry, and will be accompanied by the following documents:—

(*a*) Certificate of service (Form 280), or, if the unit is abroad, Form 200.

(*b*) Miscellaneous record sheet (Form 125) or, if the unit is abroad, a certified true copy.

(*c*) Certified extracts from the airman's air force conduct sheets (Forms 120 and 121) covering the period subsequent to the date of the last assessment of his character on his certificate of service; if the conduct sheets contain no entries during, or in respect of, that period, the certified extracts will be endorsed "No entries during the period..... to.....".

(*d*) For an airman transferred from the R.N. (including the Royal Naval Air Service), R.M., or Army (including the Royal Flying Corps)—his naval certificate of service or all his military conduct sheets and a Form 200 covering his Army service, as appropriate.

---

* *See* footnote to para. **311**.

Digitized by Google

2. On receipt of the recommendation and documents, the Officer i/c Records will transmit them to the Air Ministry with the following additional documents, as appropriate:—

(*a*) If the airman has previous qualifying service in the R.N. or the Army, other than by transfer—a copy of his naval certificate of service or a Form 200 covering his Army service.

(*b*) All conduct sheets relating to the airman's previous service. Where such conduct sheets are not available, a certificate that the airman is not ineligible by reason of any entries in his original documents or official correspondence will be attached.

(*c*) A certificate that the airman has not been awarded any other long service or efficiency medal in the award of which has been reckoned service which is also claimed towards the Long Service and Good Conduct Medals.

253. The Long Service and Good Conduct Medal—Issue.—The Long Service and Good Conduct Medal, when granted, will be transmitted from the Air Ministry to the Officer i/c Records, who will, after completing the necessary documents, forward the medal to the C.O. of the unit, who will present it to the airman at a parade of the unit. A medal awarded to an airman after discharge from the service or transfer to the reserve will be forwarded direct to him by the Officer i/c Records.

254. Royal Humane Society's Rewards—Application.—A C.O. in putting forward an officer's or airman's claim to a reward of the Royal Humane Society will do so direct to the Secretary of the Society on the form obtainable from the offices of the Society at Watergate House, York Buildings, London, W.C.2. Cases occurring within the United Kingdom must be reported to the Society within 2 months of their occurrence. In putting forward a claim a C.O. will request that the reward, if approved, may be notified through the Air Ministry.

255. Acceptance of Awards.—1. No restriction is imposed on the acceptance of any British non-military medal. (*See* para. **236** as to wearing.)

2. The regulations governing the acceptance and wearing of foreign orders, decorations and medals by persons in the service of the Crown are reproduced in Appendix XVIII.

256. Air Efficiency Award.—The warrant and regulations for the Air Efficiency Award are reproduced in Appendix XXIX. Recommendations will be submitted in accordance with A.M.O. A.969/42.

Section II.—Custody, Loss, Replacement and Disposal.

257. Airmen on Active Service.—1. When a state of active service is declared at a command abroad, the medals of airmen serving therein will be placed in safe custody under arrangements sanctioned by the air or other officer commanding concerned.

2. When airmen proceed on active service abroad the following action will be taken:—

(*a*) If they are proceeding from another command abroad, medals will be placed in safe custody before departure, under arrangements sanctioned by the air or other officer commanding concerned.

(*b*) If they are proceeding from the home establishment, medals will be forwarded to the R.A.F. Record Office for safe custody.

Digitized by Google

3. Medals forwarded for safe custody under service arrangements will invariably be accompanied by nominal and descriptive lists.

268.—Reservists.—When a reservist is called up or rejoins for regular air force service on mobilization he will not bring with him his decorations and medals. If a reservist has no place in which he can leave his decorations and medals in safe custody on being called up or on rejoining on mobilization, they should be forwarded to the Officer i/c Records for safe custody as directed in para. **267.**

269. Not to be Stored attached to Garments.—Decorations and medals will not on any account be placed in store attached to garments.

270. During Voyages.—Except where para. **267** applies, the decorations and medals of airmen proceeding by sea will be handed over to the O.C., R.A.F. on board for safe custody during the voyage.

271. Record of Custody.—An officer charged with the custody of decorations and medals will arrange for their safety, and will keep a book showing—

(*a*) the official numbers, ranks and names of the airmen whose decorations and medals are placed in his charge;

(*b*) the official description of the decorations and medals;

(*c*) the service for which they were granted (not required where the custody is under para. **270**);

(*d*) the date and cause of their being taken in charge; and

(*e*) the date and manner of their disposal.

272. Unclaimed and Forfeited Decorations and Medals—Disposal.—Medals which at the end of 5 years from the date on which they were received by the Officer i/c Records, or any longer period which may be prescribed by the Air Ministry, are still unclaimed, and medals which have been forfeited and are not to be restored (*see* para. **281**, clause 7), will be disposed of as follows:—

(*a*) *Deleted.*	
(*b*) Any decorations and medals in respect of air force service or issued by the Air Ministry.	To the Air Ministry.
(*c*) Any medals, &c., issued by departments other than the Air Ministry.	To the department from which they were originally received, notification being made to the Air Ministry.

273. *Deleted.*

274. Letters containing Medals, &c.—Letters containing the insignia of orders, or decorations or medals, will be sent by registered post, and receipts obtained from the persons to whom they are sent.

275. Loss of Decorations and Medals—Procedure.—1. Every precaution will be taken to ensure that decorations and medals do not come into the possession of unauthorised persons. Where the loss is incurred by a serving officer or airman and is due entirely to unavoidable circumstances arising out of the exigencies of the service, lost decorations or medals may be replaced at the public expense, but such losses as might ordinarily be incurred in private life will not be chargeable to the public. The decision in all cases rests with the Air Council.

Digitized by Google

2. A decoration or medal bestowed by a foreign state cannot in any circumstances be replaced.

3. If a decoration or medal, but not the bar or clasp, is lost, a new decoration or medal only will be applied for.

4. A serving officer who loses any decoration or medal will immediately report the loss to his C.O. If it is clear that the decoration or medal is definitely beyond recovery, an application for replacement, on prepayment or otherwise, may be submitted, with an explanation of the circumstances, through the usual channels, to the Air Ministry.

5. An officer no longer on the active list may, after taking all reasonable steps to recover a lost decoration or medal, submit an application for replacement on prepayment direct to the Air Ministry, but no replacement will be issued until two months have elapsed from the date of loss.

6. An airman will show his decorations and medals at kit inspections. When an airman loses a decoration or medal he will immediately report the loss to his flight or section commander, who will collect and submit to the C.O. all available evidence regarding the loss. If it is clear that the decoration or medal is definitely beyond recovery the C.O. will record his opinion as to the circumstances in which the loss occurred and the cause of the loss.

7. Except when the C.O. is of opinion that the loss was wilful (*see* clause 8), an application for replacement may be submitted at once. If the loss occurs among air forces serving under the Indian Government it will be submitted in accordance with regulations and orders for the R.A.F. in India; otherwise it will be submitted, through the usual channels, to the air or other officer commanding for transmission to the Air Ministry through the Officer i/c Records. The application will be accompanied by the original record of evidence taken by the flight or section commander. Where no testimony to the loss save that of the airman himself is forthcoming, the C.O. will take the airman's character into account in forming his opinion. When application is made for replacement at the public expense, the principles stated in clause 1 will be borne in mind, and the C.O. will give his reasons why such replacement is recommended.

8. If it is considered that the loss was wilful (i.e. that the airman has himself made away with the decoration or medal by pawning, selling, destruction or any other method), the airman will be dealt with under Section 24, Air Force Act, and, if convicted, must serve 3 years without an entry on his conduct sheets before he can be recommended for the grant of a new decoration or medal on paying the value thereof.

9. A C.O. will not countenance any attempt to replace lost medals except under the procedure laid down in this para.

10. *See* para. 3468 as to stoppage of pay to meet the replacement of a decoration or medal.

276. Ex-airman—Replacement of Decorations and Medals.—An application from an ex-airman for decorations or medals to replace those lost by him must be accompanied by a statutory declaration as to the circumstances in which the originals were lost and the steps taken to effect recovery. Replacement will be on prepayment only and new issues will not be made until 2 months have elapsed from the date of the loss.

Digitized by Google

277. Airman sent to Hospital.—The decorations and medals of an airman sent to hospital will be dealt with as directed in para. **2660.**

278. Absentees.—1. The decorations and medals left behind by an airman who absents himself without leave will be collected and handed to the C.O. for safe custody. If the airman is subsequently declared by a court of inquiry under para. **1323** to be illegally absent, his war medals and Long Service and Good Conduct Medal (if any) will be forwarded to the Officer i/c Records. If within a year the airman rejoins or is recovered, the Officer i/c Records will apply to the Air Ministry for instructions as to whether the medals are to be restored or forfeited under paras. **293, 294, 295,** clause 1, and **296.** If the airman does not rejoin within one year from the date of his being declared illegally absent, the Officer i/c Records will dispose of the medals as laid down in para. **272.**

2. Any decorations or medals, other than war medals or the Long Service and Good Conduct Medal, which an airman declared to be illegally absent leaves behind, will be sent to the Air Ministry, and the Officer i/c Records will be informed of their despatch.

279. Airmen of Unsound Mind.—The decorations and medals of any airmen who, on discharge, are sent to a mental hospital or handed over to poor law authorities, will be forwarded by the officer who carries out the discharge, to the Officer i/c Records with a notification of the date of discharge and the institutions to which the airmen have been sent. Similar notification will be made if such airmen, on discharge, are entitled to decorations or medals not then issued.

280. Deceased Officer or Airman—Disposal of Orders, Decorations and Medals.—1. The medals of an officer or airman dying in the service, whether issued before or after his death, will be disposed of as follows:—

(*a*) If there is a will they will be sent to the person who, in the opinion of the Secretary of State, is named in the will as being intended to receive them or any articles which would in the opinion of the Secretary of State include them, or as being a general or residuary legatee of the estate.

(*b*) In default of, and subject to, any such testamentary disposition they will be sent to the next-of-kin in the following order of relationship:—widow, eldest surviving son, eldest surviving daughter, father, mother, eldest surviving brother, eldest surviving sister, eldest surviving half-brother, eldest surviving half-sister.

(*c*) If there is a universal or residuary bequest to more than one person either in common or jointly or where medals cannot be disposed of as in (*a*) or (*b*) above, they may be sent to any relative or other interested party who, in the opinion of the Air Council, will preserve them with due care as a memorial of the deceased.

2. Orders and decorations issued before death will be disposed of in the same manner as medals, except where specific direction as to disposal is contained in the statutes or warrants governing the various orders or decorations.

3. Where orders and decorations are issued after death, the insignia or decoration will be handed to the next-of-kin in the order of relationship specified in clause 1 (*b*), except where specific direction as to disposal is contained in the statutes or warrants governing the various orders or decorations.

Digitized by Google

281. Recovery and Disposal of Forfeited Orders, Decorations and Medals.—1. When any person automatically forfeits his Long Service and Good Conduct Medal under para. **295**, clause 1, the medal will be recovered by his C.O. before the offender leaves the unit.

2. Where para. **295**, clause 2 or 2A, applies, the C.O. will recover and retain the medal and apply to the Air Ministry, through the usual channels, for a decision, giving full particulars.

3. Decorations or medals for gallantry are, under the terms of the warrants governing them, forfeitable only at His Majesty's pleasure. No action will be taken to recover such decorations or medals except on instructions from the Air Ministry.

4. Any war medals in the possession of an officer or airman who is convicted of one of the offences mentioned in para. **293**, clause 2, will be recovered by the C.O. and disposed of as directed in clauses 5 and 6.

5. Orders, decorations and medals forfeited by an officer will be sent to the Air Ministry for disposal.

6. War medals and the Long Service and Good Conduct Medal forfeited by an airman will be sent to the Officer i/c Records who will notify the Air Ministry of receipt of the medal and of the circumstances of forfeiture. Other decorations and medals will be sent to the Air Ministry, and the Officer i/c Records informed of their despatch.

7. If forfeited medals in the possession of the Officer i/c Records are not restored to the original owner before he is discharged from the service they will, on his discharge, be disposed of as laid down in para. **272**.

SECTION III.—FORFEITURE AND RESTORATION.

291. Orders and Medals of Orders.—Orders and medals of Orders may be forfeited or restored only under the authority of the statutes governing the respective Orders (*see* January and July editions of the *Air Force List*). In no circumstances should a court martial attempt to deal with such forfeitures.

292. Decorations and Medals awarded for Gallantry, etc.—The following decorations and medals may be forfeited or restored only on the authority of the Royal Warrants respectively governing them (*see* January and July editions of the *Air Force List*):—Victoria Cross, Royal Red Cross, Military Cross, Distinguished Flying Cross, Air Force Cross, Military Medal, Distinguished Flying Medal, Air Force Medal. In no circumstances should a court martial attempt to deal with such forfeitures.*

293. War Medals—Withholding and Forfeiture.—1. The Air Council reserve the right to disqualify from receiving a war medal any person who has been guilty of desertion, or who, by reason of misconduct occurring during the operations for which the medal is granted, has not, in their opinion, rendered approved service.

2. Any person who has been convicted of an offence of the following nature: (*a*) treason, (*b*) sedition, (*c*) mutiny, (*d*) cowardice, (*e*) desertion, or (*f*) disgraceful conduct of an unnatural kind (Air Force Act, Sections 18 (5) and 41), shall be liable, at the discretion of the Air Council, to

* The same rule applies to the forfeiture or restoration of similar decorations and medals awarded for service in the naval or military forces.

Google

forfeit any war medal of which he may be in possession or to which he may be entitled.

294. War Medals—Restoration.—1. Any war medal forfeited under these regulations may be restored at the discretion of the Air Council.

2. If any war medal (whether already issued or not) has been forfeited in consequence of desertion during a state of hostilities, its restoration will not be considered unless the individual concerned has surrendered himself, or re-enlisted, before the termination of hostilities.

295. Long Service and Good Conduct Medal—Forfeiture.—1. Any person who suffers death by sentence of court martial, or, if an officer, is cashiered or dismissed or removed for misconduct, from the service, or, if an airman, is discharged in consequence of (*a*) having been convicted by the civil power of a felony, or (*b*) misconduct, or (*c*) a sentence of penal servitude, or (*d*) a sentence to be discharged with ignominy, shall forfeit any Long Service and Good Conduct Medal of which he may be in possession, or to which he may be entitled, or the certificate referred to in para. **251,** together with the gratuity or pension, if any, attaching thereto. No such forfeiture shall extend to any sum of money which has already been paid.

2. Any person who being subject to air force law is convicted by the civil power or dealt with under the Probation of Offenders Act, 1907, or who is convicted of any of the offences specified in clause 2 of para. **293,** shall be liable at the discretion of the Air Council to forfeit any Long Service and Good Conduct Medal of which he may be in possession, or to which he may be entitled, or the certificate referred to in para. **251,** together with the gratuity or pension, if any, appertaining thereto. No such forfeiture shall extend to any sum of money which has already been paid.

2A. If the conduct of an airman who has earned the Long Service and Good Conduct Medal or the certificate referred to in para. **251** has, after the award of the medal or certificate, been such as might disqualify him from wearing or retaining such medal or certificate (e.g. should he cease to be eligible for a " Very Good " character) the C.O. will at once submit full details of the case, together with his recommendation and certified true copies of conduct sheets, through the usual channels to the Officer i/c Records for transmission to the Air Ministry. It shall be competent for the Air Council in such circumstances to deprive the airman of the medal or certificate, together with the gratuity or pension, if any, appertaining thereto. No such forfeiture shall, however, extend to any sum of money which has already been paid.

3. A person not subject to air force law shall not be liable to forfeit any Long Service and Good Conduct Medal of which he may be in possession or to which he may be entitled, or the certificate referred to in para. **251,** except for the offences specified in clause (2) (*a*) or (*b*) of para. **293.**

4. Forfeiture under clause 3 shall involve the forfeiture of any gratuity or pension attaching to the medal or certificate, but shall not extend to any sum of money which has already been paid.

296. Long Service and Good Conduct Medal—Restoration.—A Long Service and Good Conduct Medal, or certificate granted under para. **251,** and any gratuity or pension attached thereto, which has been forfeited under these regulations, may be restored at the discretion of the Air Ministry.

Digitized by Google

Section IV.—Pensions, Annuities and Gratuities.

308. V.C. Annuities.—1. An officer who has been awarded the Victoria Cross and who is unable, in consequence of age or infirmity occasioned by causes beyond his control, to earn a livelihood, may, at the discretion of the Air Council, be granted an annuity, provided that the total amount of the annuity thus granted, together with any other pension or annuity received from public funds, shall not exceed £75 a year.

2. A special pension of £10 a year will be granted, from the date of the act of bravery by which the decoration has been gained, to every airman who receives the Victoria Cross. An additional pension of £5 a year will be granted to the airman for each bar added in consequence of further acts of bravery.

3. A pension granted to an airman under clause 2 may be increased under the conditions and up to the amount laid down for an officer in clause 1.

4. An annuity or pension granted under this para. will be forfeited or restored in accordance with the provisions of the warrants governing the Victoria Cross.

5. *See* paras. **3677** and **3720** as to additional pension for an airman in possession of the Victoria Cross and in receipt of a pension for service or disability.

309. The M.C., D.F.C., D.C.M., C.G.M. (flying) and D.F.M.—Gratuities.—1. An airman who has been awarded the Military Cross, Distinguished Flying Cross, Distinguished Conduct Medal, Conspicuous Gallantry Medal (flying) or Distinguished Flying Medal will be eligible for a gratuity of £20, with a corresponding addition for each bar thereto, on discharge (provided that he is not eligible for a pension), on transfer to the reserve, or on appointment to a commission.

2. A gratuity earned under this para. will be forfeited or restored in accordance with the warrant governing the decoration or medal concerned.

3. *See* paras. **3677** and **3720** as to additional pension for an airman in possession of any of the decorations and medals mentioned in this para. together with a pension for service or disability; and para. **312** as to the payment of gratuity at death.

310. *Deleted.*

311. Long Service and Good Conduct Medal—Gratuity.—1. Subject to paras. **250**, clause 8, **295** and **296**, a gratuity will be paid to an airman who is awarded the Long Service and Good Conduct Medal, provided that he becomes eligible for the medal on a date prior to that of the effective date of his promotion to the rank of warrant officer. A gratuity will not be payable to a warrant officer who has not earned the medal before the date of his promotion to that rank.*

2. The gratuity payable under clause 1 shall be £5 for a European airman and £3 for a non-European airman.*

* This will not affect the right of the following airmen to receive the gratuity at naval rates and under naval regulations if more beneficial to them (*see* para. **251**). Under these regulations (1) the conditions regarding the rank of warrant officer do not apply, and (2) a portion of the gratuity is payable on the award of the medal

Digitized by Google

3. The gratuity is attachable to meet in whole or in part any public claim against the airman.

312. Airman Dying.—If an airman, who is in possession of a decoration or medal awarded for gallant conduct or for long service and good conduct, dies whilst still in regular air force service, any gratuity payable under paras. **309** and **311** will, subject to para. **311**, clause 3, be paid to his legal representative, unless such gratuity has already been paid whilst the airman was still living.

313. Gratuity not to be Attached for Debt.—A gratuity payable under para. **309** will not be attached for debt and will be payable in full notwithstanding that the airman may be in debt to the Crown.

314. Payment of Gratuities—Procedure.—1. A gratuity admissible under paras. **309** and **311**† will not become payable until the airman—

(*a*) dies, or
(*b*) is discharged or transferred to the reserve, or
(*c*) is appointed to a commission, or
(*d*) is promoted to the rank of warrant officer (applicable to gratuity under para. **311** only).

2. An airman's claim to a gratuity will be referred to the Officer i/c Records, who will—

(*a*) verify the award in respect of which the claim is made;
(*b*) certify that no previous payment has been made; and
(*c*) except for gratuity under para. **311**, certify that the airman is not qualified for a pension.

3. Except as provided in clause 5, payment will be made, after the receipt of information as in clause 2, by the accountant officer in whose payment the airman is. The entry in the pay ledger will be supported by the certificate given by the Officer i/c Records under clause 2.

4. After payment has been made, the necessary entry will be made on page 4 of the airman's certificate of service and the accountant officer will notify the Officer i/c Records of the payment, giving particulars of the pay ledger on which the payment is made. The Officer i/c Records will enter this information in the airman's permanent record and furnish a certificate of having done so to the paying officer.

5. If the airman is appointed to a commission, payment will be made, on receipt of confirmation as in clause 2, by the agents, or accountant officer, into whose payment the payee is transferred.

---

the remainder being dependent on subsequent service and therefore not payable until discharge, &c.:—

(*a*) Naval ratings and marines who, prior to transfer to the R.A.F., had earned the naval medal.
(*b*) Naval ratings and marines who, prior to transfer to the R.A.F., had re-engaged to complete time for pension but had not up to the date of transfer earned the naval medal.

† But *see* footnote to para. **311**.

Digitized by Google

CHAPTER VIII.

APPOINTMENT, CONFIRMATION, POSTING, ATTACHMENT, SECONDMENT AND PROMOTION OF OFFICERS.

324. First Appointments.—1. Commissions in the regular air force will be given to persons duly qualified under regulations approved by the Air Council. Commissions may be granted as follows:—

(*a*) For permanent service.

(*b*) For short service (for a period of service on the active list, followed (except for a chaplain) normally by a period of service in the reserve).

(*c*) For temporary service.

(*d*) Honorary.

2. A commission may be given—

(*a*) to a flight cadet who has passed through a course of instruction at the R.A.F. College;

(*b*) to a candidate from a university;

(*c*) to an officer of the Reserve of Air Force Officers or the Auxiliary Air Force;

(*d*) to an officer of the reserve or auxiliary forces of the Navy, Army and Indian Army—under clause 1 (*b*) and (*c*);

(*e*) to an officer of the R.N. or regular Army or Indian Army seconded for service with the regular air force—under clause 1 (*c*), and as provided in para. 327, clause 2;

(*f*) to approved candidates direct from civil life;

(*g*) to a warrant or non-commissioned officer under clause 1 (*a*);

(*h*) *deleted*;

(*i*) to an officer of the R.N. or R.M. attached to the R.A.F. for service with the Fleet Air Arm—under clause 1 (*c*);

(*j*) to a cadet who has passed through a course of instruction at the Royal Military College, Kingston, Canada;

(*k*) to approved candidates who have passed through a course of instruction with the Royal Australian Air Force, the Royal Canadian Air Force or the Royal New Zealand Air Force.

3. Commissions in the chaplains branch will normally be given with the relative rank of squadron leader, but any other relative rank may be assigned to a chaplain on first appointment at the discretion of the Air Council.

4. Commissions granted in the medical and dental branches will normally be in the rank of flying officer, except for officers of the medical branch of the R.N. and of the Royal Army Medical Corps seconded for service with the R.A.F. who will be commissioned in the rank corresponding to the substantive rank held by them in their own service.

5. Commissions as medical quartermasters and directors of music will be in the rank of flying officer, and will be given under clause 1 (*a*) only.

6. A commission as a legal officer will normally be given in the rank of flight lieutenant.

Digitized by Google

7. Officers of the general duties branch serving on short service commissions may be selected by the Air Council for appointment (with their consent) to medium service, i.e. for a further period of service on the active list commencing from the completion of the active list portion of their short service engagement and followed by a period in the reserve. Medium service officers will continue to serve on their former commissions during their further period of service on the active list, and will be subject to the same conditions of service as short service officers except as is otherwise specifically provided.

8. Commissions under clause 1 (*c*) and (*d*) may be given in such ranks and under such conditions as the Air Council may determine.

325. Antedate of Appointments of University Candidates in General Duties Branch.—1. The commission of an officer appointed to a permanent commission from a university will be antedated fifteen months from the date with effect from which he was gazetted as a pilot officer. An officer who has graduated at the university with either first or second class honours may be granted an antedate of an additional period of six months. An officer will be considered so to have graduated if he has obtained a first or second class in an honours examination involving normally a course of studies of not less than two years. Both antedates will, however, be subject to the limitation referred to in clause 1A.

1A. A commission will not be antedated under clause 1 to a date prior to that upon which the candidate attained his 20th birthday. In cases where, owing to this limitation, both antedates cannot be given in full, the honours antedate will be given before the general antedate.

2. The commission of an officer appointed direct to a permanent commission from the Royal Military College, Kingston, Canada, will be antedated to a date not more than fifteen months before the date of joining for duty and not in any event earlier than his 20th birthday.

3. The antedate referred to in clause 2 will not count for the purpose of shortening the actual period to be served on the active list.

326. Medical Officers in Recognised Civil Appointments.—1. An officer granted a short service commission in the medical branch who, at the time of application for the commission, holds, or is about to hold, an approved whole-time post-graduate appointment in a recognised civil hospital, may be seconded from the date of the commission to the date of the termination of the appointment, provided that this period does not exceed one year. If the officer already holds the appointment when the commission is granted, the commission may, on the recommendation of the Director-General of Medical Services, be antedated so as to take effect from the date of commencement of the appointment, provided that the antedate and secondment together do not exceed one year.

2. If an officer granted a short service commission in the medical branch has previously held an approved whole time post-graduate appointment in a recognised civil hospital, the commission may, on the recommendation of the Director-General of Medical Services, be antedated for a period equal to the period of the hospital appointment, but not in any case exceeding one year.

3. *Deleted.*

Digitized by Google

4. An officer who has been seconded or whose commission has been antedated as above will be required to serve for a minimum period of three years from the date of joining for actual air force duty.

326A. Dental Officers in Civil Hospital Appointments.—1. An officer granted a non-permanent commission in the dental branch, who, at the time of application for the commission, holds, or is about to hold, an approved whole-time appointment in a recognised civil hospital, may be seconded from the date of the commission to the date of the termination of the appointment, provided that this period does not exceed six months. If the officer already holds the appointment when the commission is granted, the commission may, on the recommendation of the Director-General of Medical Services, be antedated so as to take effect from the date of commencement of the appointment, provided that the antedate and secondment together do not exceed six months.

2. If an officer granted a non-permanent commission in the dental branch has previously held an approved whole-time appointment in a recognised civil hospital, the commission may, on the recommendation of the Director-General of Medical Services, be antedated for a period equal to the period of the hospital appointment, but not in any case exceeding six months.

3. An officer who has been seconded, or whose commission has been antedated as above, will be required to serve for a minimum period of three years on the active list from the date of joining for actual R.A.F. duty.

327. Change of Commission.—1. The Air Council may, with his consent and under such conditions as they may prescribe, appoint an officer who holds a short service commission to a permanent commission.

2. The Air Council may, with his consent and under such conditions as they may prescribe, appoint to a permanent commission an officer holding a commission in the R.N. or regular Army who is seconded to the R.A.F. No such appointment will, however, be made without the prior concurrence of the Board of Admiralty or Army Council.

3. *Deleted.*

4. A dental officer holding a non-permanent commission may be selected, subject to such conditions as may be prescribed, to fill a vacancy in the permanent establishment.

327A. Confirmation.—1. With the exception of officers commissioned under para. **324**, clause 2 (*a*), (*e*), (*i*), (*j*) and (*k*), all officers of the general duties, equipment or accountant branch and all commissioned engineer, signals and armament officers will be on strict probation until confirmed in their appointment and will be eligible for confirmation on completing twelve months' satisfactory service.* Officers will be liable during the probationary period to have their appointments terminated should they fail to make satisfactory progress in the subjects of their instruction or should they prove otherwise unsuitable for their appointments.

2. (*a*) Recommendations as to the suitability for confirmation of officers commissioned under para. **324**, clause 2 (*b*), or holding short service

* The probationary period of twelve months for short service officers of the general duties branch includes the time spent at a civil flying school.

Digitized by Google

commissions in the general duties branch will be made in the space provided in Form 1587 (Report on flying and ground training) if they have qualified as service pilots when such forms are rendered. If they have not so qualified at that time, recommendations as to confirmation will be appended to the certificates of qualification rendered when they have been re-examined. Recommendations for the confirmation of acting pilot officers will be combined with recommendations for their grading as pilot officers (*see* para. **350A**).

(*b*) If, subsequent to the completion of a course of flying instruction, the service of an officer commissioned under para. **324**, clause 2 (*b*), or holding a short service commission in the general duties branch has not been satisfactory during the remaining period of his probationary service, the fact will be reported to the Air Ministry (by signal if necessary) on or before the expiration of twelve months. Full reasons will be given if deferment of confirmation is recommended.

3. Recommendations as to the suitability for confirmation of other officers will be forwarded, in manuscript through the usual channels on the date when they become eligible for confirmation, by the C.O. of the unit in which they are serving on that date. Recommendations for the confirmation of pilot officers of the equipment branch (if they have attained the age of 21) or of the accountant branch will be combined with recommendations for promotion (*see* paras. **356** and **357**).

4. If any officer is not recommended for confirmation full reasons will be given. In such circumstances clause 2 (*a*) will not apply and reports will be forwarded separately through the usual channels.

327B. Recommendation for Permanent Commission.—1. The C.O. of a unit will keep a confidential register of—

(*a*) each short service officer of the general duties branch and
(*b*) each airman who is eligible to be recommended

who *is judged suitable* for a permanent commission. The register will be made up on 1st January and 1st July each year, also prior to the handing over of command. On each occasion the existing remarks against an officer's or airman's name will be amplified in the light of recent experience, and the particulars of any new officers or airmen who can be recommended added. When an officer or airman is posted to another unit in the same command or group, his C.O. will forward direct to the new C.O. a copy of the entries in the register against the officer's or airman's name, and the new C.O. will enter these particulars in his own register. When the posting is to another command or group, the C.O. will forward the copy to the new C.O. through the A.O.C. the new formation, except when an airman is posted from a command abroad to the home establishment, when the copy will be sent to the Officer i/c Records for disposal. Statements to the effect that there are no entries will be forwarded in respect of eligible officers and airmen who have not been judged suitable for permanent commissions up to the date of transfer. Entries or statements are not required for personnel posted to short courses or supernumerary to No. 1 R.A.F. Depot.

2. When C.Os. are required to recommend officers or airmen to A.Os.C. for permanent commissions, they will forward the names of the personnel included in their registers who are eligible under the appropriate regulations, with a summary of the entries against each name. A.Os.C. when

Digitized by Google

recommending officers or airmen for selection will forward the summaries with their own comments upon them.

328. Postings and Attachments—How Made.—1. Except as provided in para. **337,** the Director of Postings, Air Ministry, is the only authority for the posting and attachment of officers. Such movements authorised by him will be promulgated in the Air Ministry Posting List. Entries in the Posting List are not designed to govern incidence of pay as between the home and Indian or colonial governments, as such incidence is dependent upon financial agreements between those governments. Entries in the Posting List will invariably indicate whether an officer is " posted " or " attached," and his duties.

2. The date of effect of a posting or attachment as announced in the Air Ministry Posting List will normally be the date on which an officer is to leave his unit, or if the posting is to, from, or between commands abroad, the date of sailing.

3. An officer will not leave his unit, except as provided in paras. **338, 337** and **341,** on posting or attachment, otherwise than on the authority of the Director of Postings, Air Ministry. If an air or other officer commanding considers it desirable that any posting or attachment should be made, he will, if at home, obtain prior Air Ministry approval for the movement; if abroad, he will be guided by para. **333.** Whenever approval is given, the movement will be supported by a subsequent entry in the Posting List.

4. Every officer of the regular air force on the active list must (*a*) be borne on the strength of some unit or headquarters for which an authorised establishment exists, or (*b*) be otherwise definitely allocated by an entry in the Posting List, or (*c*) be on the half-pay list.

5. Except as provided in paras. **339, 340** and **344,** postings will normally be made only to fill vacancies in authorised establishments, and every officer on the strength of a unit will be allocated to some definite place in the unit's establishment. An officer attached from one unit to another will continue to be borne against the establishment of the unit to which he is posted.

6. In special circumstances in which it is considered of urgent importance that a posting or attachment should be delayed or cancelled, the air or other officer commanding will immediately communicate with the Air Ministry, giving full reasons for the desired delay or cancellation. If approved, the change of date or cancellation will be duly promulgated in the Posting List.

329. Officer on Leave—Execution of Posting, &c., Order.—1. When an officer on leave is posted or attached from one unit to another unit under the command of the officer by whom his leave was granted, the officer who granted the leave will inform the C.O. of the new unit of the date on which the officer will join on completion of the whole or part of the authorised period of leave.

2. When the unit to which an officer is posted or attached is not within the command of the officer who authorised the period of leave, the latter will communicate (by signal, if necessary), to the air or other officer commanding the command or group to which the posting or attachment is made, the period of leave granted, the date on which it expires, the address of the officer whilst on leave, and the date on which

posting or attachment should normally take effect. He will also ascertain whether the officer's services are required immediately, or whether his services can be spared at his new unit until the completion of the whole or a part of his remaining period of leave, and issue orders accordingly.

330. Officer to Report on Joining.—1. An officer, on receiving notification of his posting or attachment, will repair to his place of duty on the day ordered. On joining a unit, an officer will report himself personally to his C.O.

2. If an officer who has been posted or attached to a unit at home fails to report within seven days from the date stated in the Posting List, his non-arrival will be investigated and a report made as may be necessary.

331. Changes in Organisation.—When one unit or formation is absorbed in another, or renamed, no entry will appear in the Posting List: the officers who are borne on the strength of the old unit or formation will automatically be taken on the strength of the new or renamed unit or formation on the date from which the change is authorised.

332. Officer Unsuitable for his Posting.—1. Should it be found that an officer's qualifications are unsuitable for the place in the establishment for which he has been posted, or should it be considered that he would be more advantageously employed on other duties, a report will be submitted to the Air Ministry, through the usual channels, giving full details, and requesting the re-allocation or replacement of the officer concerned.

2. Such reports will be seen and initialled by the officer concerned. A report of an adverse nature will not be rendered under this para. but will be dealt with in accordance with para. **1097B.**

333. Postings and Attachments affecting Commands Abroad.—1. An officer posted to, from, or between commands abroad will be posted either direct to a unit or to the headquarters of the command for disposal.

2. In order that it may be known at the Air Ministry what vacancies in establishments are covered by officers, it is necessary that they should be employed on the duties and fill the vacancies in establishment for which they are posted. Neglect of this rule will inevitably lead to reinforcements and replacements of the wrong type being sent from England.

3. When an officer disembarks *en route* to the unit or command to which he has been posted, such disembarkation will invariably be reported on Form 747 as follows:—

> " Disembarked at (*place*), from (*place*) by (*name of ship*) on (*date*) *en route* for (*ultimate destination*)."

4. An officer may be moved from one unit to another in the same command on posting or attachment under the authority of the air or other officer commanding, but such movements must be reduced to a minimum and confined to cases of urgent necessity. For an officer of the rank of squadron leader or above, Air Ministry authority for posting or attachment will be requested by W/T or cable.

5. The air or other officer commanding will render a weekly return in duplicate to the Air Ministry, requesting confirmation, by Posting List entry, of all postings and attachments of officers which have been made

Digitized by Google

since the last return. "Nil" returns will be forwarded. These returns will show—

(*a*) the units to and from which officers are to be posted or attached;

(*b*) the date of posting or attachment;

(*c*) the duties for which the postings or attachments are required; and, as regards postings, whether they are to fill vacancies in authorised establishments or are to be supernumerary to establishment;

(*d*) whether a posting is required or merely an attachment; and

(*e*) the special reasons necessitating the posting or attachment, or, where applicable, a reference to the Air Ministry authority.

6. An officer will not, without prior Air Ministry authority, be posted to the home establishment otherwise than on account of ill-health.

7. When an officer is posted from a command abroad the entry on the casualty form of the unit from which he is posted will be made as follows:—

"Embarked for (*country*) at (*place*) by (*ship*) on (*date*)."

8. An officer, other than a medical or dental officer, posted to home establishment will be provided on arrival at the port of disembarkation with written instructions as to reporting. In the event of such instructions not reaching an officer he will report in writing to the Air Ministry immediately on arrival, forwarding his leave certificate and stating (*a*) his address whilst awaiting instructions, (*b*) the date he sailed, name of the ship and port of sailing, (*c*) the date he disembarked and the port of disembarkation. He will not report personally to the Air Ministry in the absence of any previous instruction to that effect. A medical or dental officer who is posted to home establishment will be provided with written instructions to report himself in person immediately on arrival to the Air Ministry (D.M.S.) unless otherwise instructed by the embarkation officer at the port of disembarkation. These written instructions will be additional to the document referred to in para. **948**, clause 1.

9. An air or other officer commanding will make a full report to the Air Ministry whenever an officer is sent home in circumstances affecting his character. The disposal of an officer thus sent home rests with the Air Council.

934. Return of Officers in accordance with Establishment.—1. Each unit at home and abroad will render to the Air Ministry, through the usual channels, a monthly return on Form 449 of all officers on the strength of, or attached to, the unit, whether or not filling vacancies in establishment.

2. The form will be prepared in duplicate, correct to the last day of the month, and will be despatched from the unit not later than the third day of the following month. In oversea commands and in groups or independent formations at home the original set of forms will be retained at the respective headquarters and the duplicates forwarded in one batch to the Air Ministry.

3. The form will set out each vacancy authorised by establishment, quoting the reference number and date of the establishment in force; also the rank and name and type of commission of the officer filling the vacancy

Digitized by Google

and any necessary remarks. The names of all officers on the strength or attached will be shown and will be grouped as follows:—

(*a*) Officers on the strength, filling vacancies in the establishment as indicated in the first column of the form.

(*b*) Officers on the strength who are not filling vacancies on establishment.

(*c*) Officers not on the strength (i.e. attached).

4. The reasons for attachment or detachment will be given in the remarks column in respect of each officer attached to or detached from the unit.

335. Applications for Posting by Individual Officers.—1. Applications by officers for posting to units or commands, or for some particular kind of employment, will not be forwarded to the Air Ministry, except in the following circumstances:—

(*a*) When volunteers for special duty are called for by the Air Ministry.

(*b*) Applications for posting abroad to a particular country or command, but not to a particular unit in that country or command.

(*c*) Applications for posting on very strong compassionate grounds, if approved by the air or other officer commanding.

(*d*) Applications for re-posting to a squadron of which an officer has previously been a member on active service.

2. Applications for the cancellation of officers' postings will seldom be approved, and should be submitted only on strong compassionate grounds.

3. The only applications for posting to home establishment from abroad which can be entertained are those based on compassionate grounds, and these will not be forwarded unless strongly recommended by the air or other officer commanding. An officer should not be recommended for posting if a period of leave will meet the case.

4. In forwarding an application for posting the air or other officer commanding will certify that the recommendation does not originate in any cause affecting the honour, character, or professional efficiency of the officer.

336. Intervals between Postings.—If at the termination of an officer's current posting a suitable fresh posting is not immediately available the officer may be posted supernumerary (pending posting) on the strength of his unit, or in certain cases on the strength of No. 1 R.A.F. Depôt, as follows:—

(*a*) *If last posted to a unit at home*—

(i) if a student or member of the directing staff of a staff college, including the Imperial Defence College, and selected for posting to a station abroad following completion of duty at the college,	until a passage is available. The officer will be available for duty except during any period for which leave has been granted under para. **1365**, clause 4.
(ii) in other cases,	until a suitable fresh posting is available.

Digitized by Google

(*b*) *If last posted to a unit abroad*—for the period of the voyage home (if on completion of tour abroad) and of any accumulated leave which he may be granted under para. **1366**, and uniil a suitable fresh posting is available.

337. Movements on Temporary Duty.—Movements of officers on temporary duty may be carried out within the following limits without involving posting or attachment as prescribed in paras. **328** and **333.**

(*a*) *In commands at home*—

Movements from one unit to another in the same group or independent command on duty of not more than fifteen days' duration.

(*b*) *In commands abroad*—

(i) Movements from one unit to another, not comprised in the same group or independent wing, on duty of not more than fifteen days' duration.

(ii) Movements from one unit to another, within the same group or independent wing, on duty of not more than thirty days' duration.

If these periods are exceeded, the C.O. of the unit to which the officer properly belongs will take steps under para. **328** or **333**, as appropriate, to have the movement included in the Air Ministry Posting List as a posting or attachment.

338. Records of Movements.—1. At home and abroad, orders for the movements of officers on posting, or on attachment, will always be announced in the routine orders of the appropriate group or independent formation at home or of the command abroad. After the orders have been put into execution the fact will be recorded on the Form 747 of the units concerned (*see* para. **867**). All postings and attachments will be shown as *verbatim* extracts from the Air Ministry Posting List, the number of which will invariably be quoted, but where the effective date differs from that given in the Air Ministry Posting List, the actual effective date will be added*.

2. Temporary movements will be shown in the casualty form as "proceeded on (or returned from) temporary duty"; on no account will such movements be recorded as attachments unless and until they have been promulgated in the Air Ministry Posting List.

3. *See also* para. **2335.**

339. Non-Effective Officers—At Home.—1. Except as provided in clause 3, an officer who is sick in hospital or station sick quarters, or who is on sick leave, absent without leave, under arrest, or detached, will be borne on the non-effective strength of the unit to which he is posted.

2. C.Os. of units will report to the air or other officer commanding, through the usual channels, whenever it appears likely that an officer will be unavailable for duty for a period of thirty days or longer. When it is desired that an officer who has become non-effective through sickness

* The preparation of group posting lists, by groups at home, under this para. is unnecessary.

Digitized by Google

should be replaced, the circumstances will be reported to the Air Ministry by the air or other officer commanding who will state when the officer is likely to become effective.

3. An officer will not normally be retained on the strength of his unit for a period of non-effectiveness caused by sickness exceeding 42 days (*see* para. **3430** as to directors and deputy directors at the Air Ministry).

4. Should it be decided by the Air Ministry that an officer is to be struck off the strength of his unit, he will be posted supernumerary to No. 1 R.A.F. Depôt from the date of his admission to hospital (or other convenient date), or, if on sick leave, from the date on which his leave commences.

5. The C.O. of the Depôt will report direct to the Air Ministry whenever an officer joins for duty on the conclusion of a non-effective period. A copy of this report will be forwarded to the air or other officer commanding for information.

6. The C.O. of the unit from which an officer is posted to the Depôt under clause 4 will be responsible for notifying that officer or the C.O. of the hospital, if applicable, of the posting. He will also notify the C.O. of the Depôt of the officer's location and address, and of the date on which his leave expires, if on sick leave.

7. An officer will similarly be posted to the Depôt in the following circumstances:—

(*a*) When granted accumulated leave or leave under Indian regulations on posting to the home establishment.

(*b*) When awaiting re-posting, as provided in para. **336**, if he cannot suitably be posted supernumerary to the strength of his unit.

(*c*) When employed on some special duty for which no appropriate posting can be made.

8. Entries in the Posting List will indicate the reasons for which officers are posted supernumerary to the Depôt.

9. In applying the provisions of this para. to naval or marine officers holding temporary commissions in the R.A.F. while attached for service with the Fleet Air Arm, postings will be made to the R.A.F. Station, Gosport, instead of to the Depôt.

340. Non-Effective Officers.—Abroad.—1. An air or other officer commanding a command abroad will comply in principle with the regulations contained in para. **339**. The aircraft depôts or aircraft parks in the command abroad will be used as pools for non-effective officers in the same manner as No. 1 R.A.F. Depôt at home.

2. An air or other officer commanding a command abroad will report by cable to the Air Ministry all cases of officers becoming non-effective for whom reliefs are required, stating their disposal and the dates from which the posting from their respective units will be effected.

341. Medical and Dental Officers.—Medical officers may be posted or attached to units within a command at the discretion of the competent medical authority. The posting or attachment of dental officers to units within a command will be arranged by the competent medical authority in consultation with the Air Ministry. Any postings

Digitized by Google

or attachments made, and any temporary movements ordered in excess of those laid down in para. **337**, will, however, be reported to the Air Ministry for inclusion in the Posting List.

342. Duration of Tour of Duty Abroad.—1. Subject generally to the requirements of the service, an officer's tour of duty abroad will normally be of three years' duration (two years' for Iraq and Aden), excluding the period allowed for the necessary travelling.

2. *Deleted.*

3. Officers will be posted from home establishments direct to Amman and will complete two years at that station with the exception of medical officers who will be posted for one year only and will serve for a short period in Palestine before proceeding to Amman; direct postings of officers of the general duties branch for flying duties will also be made to Khartoum for a period of two years which may, however, if the officers so desire, be extended to three years at the discretion of the A.O.C. Officers of the equipment, accountant and medical branches posted for service at Khartoum will serve for a period in Egypt before proceeding to Khartoum, where they will complete one year's service only. On completion of the requisite period at Amman or Khartoum, officers will serve the remainder of their tour abroad at other stations in the Middle East, the necessary arrangements for internal reliefs being made by the A.O.C. (or P.M.O. in the case of medical officers).

343. *Deleted.*

344. Officers attending Courses.—1. An officer who is selected to undergo a short course of instruction away from his unit will be attached from his unit to the unit at which the course is held. He will not be replaced in his unit, to which he will return on the conclusion of the course.

2. An officer who is selected to undergo a long course of instruction will be replaced in his unit and will be posted to the unit at which the course is held: if the course is not held at an air force unit, he will, if at home, be posted supernumerary to No. 1 R.A.F. Depôt, or, if abroad, to a convenient depôt in the command.

3. An officer who is not attached from any other unit, or who is not posted supernumerary as provided in clause 2, will, on the conclusion of his course, remain at the school or unit at which the course has been held until posting orders are issued for him.

345. Appointments not Remunerated out of R.A.F. Funds.—1. The conditions under which an officer shall accept and hold an appointment under a foreign or colonial government, or under a civil department of the home government, or other appointment not remunerated out of air force funds, shall depend upon the class into which the appointment falls as follows:—

Class A.—Military employment.

Class B.—Quasi-military employment, i.e. those appointments which are, in the opinion of the Air Council, clearly of a nature to afford practical experience likely to be of advantage afterwards in air force service.

Class C.—Civil employment.

Digitized by Google

2. An officer accepting an appointment in class A or class B will be seconded from the R.A.F.—

(*a*) from the date of his appointment (or from the date of embarkation on appointment),

(*b*) if the Air Council so direct, from the date of his posting to a unit of the R.N. or regular Army.

An officer accepting an appointment in class C will be dealt with by secondment as in the case of class A and class B, or by half-pay in the exceptional cases referred to in para. **3508,** or by retirement.

3. Except as provided in para. **326,** clause 2, or in other very special circumstances, an officer holding a short service or temporary commission will not be eligible to hold an appointment which is not remunerated out of air force funds.

346. Promotion—Vacation of Appointments.—A seconded officer holding an appointment under para. **345** will, on being promoted, vacate such appointment, unless the exigencies of the service are such as to enable the Air Council to permit him to continue to hold it.

347. Air Aide-de-Camp to the King.—One principal air aide-de-camp and two paid air aides-de-camp and additional unpaid air aides-de-camp at pleasure, will be selected by H.M. the King, on the recommendation of the Secretary of State for Air, from officers of the rank of air marshal or above, and of the rank of group captain, respectively, to hold these appointments during His Majesty's pleasure. An air aide-de-camp will vacate his appointment on promotion to air rank. *See* para. **3431** as to payment.

348. Honorary Surgeons and Honorary Physicians to the King.—1. Six officers of the medical branch, of the rank of group captain or above, will be appointed by H.M. the King, on the recommendation of the Secretary of State for Air, three as honorary surgeons and three as honorary physicians to the King, and will hold these appointments during His Majesty's pleasure.

2. An honorary surgeon or an honorary physician will vacate his appointment on retirement.

349. Honorary Chaplains to the King.—1. Two officers of the chaplains branch will be appointed by H.M. the King, on the recommendation of the Secretary of State for Air, as honorary chaplains to the King, and will hold these appointments during His Majesty's pleasure.

2. An honorary chaplain will vacate his appointment on retirement.

350. Promotion Examinations.—1. Save as provided in clause 2, no officer of the general duties branch will be eligible for promotion to the rank of flying officer, flight lieutenant* or squadron leader, and no officer of the equipment branch will be eligible for promotion to the rank of flight lieutenant or squadron leader, unless he has passed the appropriate qualifying examination as laid down in A.M.Os.

* *See* A.M.O. A.11/38.

Digitized by Google

2. The following officers will be exempt from taking the promotion examinations stated:—

(*a*) *Examination A.*—An officer (other than one commissioned under para. **324**, clause 2 (*g*) or (*k*)) who obtains a "special distinction" or " distinguished pass " in the passing-out examination at a flying training school.

(*b*) *Examination B.*—An officer who is appointed to a commission from warrant rank.

(*c*) *Examination C.*—(i) An officer who has passed the qualifying examination for admission to the R.A.F. Staff College or a graduate of the College.

(ii) *Deleted.*

(iii) An officer retained on a temporary commission to complete time for retired pay, whose service has been extended for specialist duties.*

(*d*) *Examination E.*—An officer who is appointed to a commission from warrant rank.

(*e*) *Examination F.*—An officer who has passed the qualifying examination for admission to the R.A.F. Staff College or a graduate of the College.

(*f*) *All examinations.*—(i) Officers attached or seconded from the Navy or Army.

(ii) Officers holding air force commissions on the Supplementary Lists.

(iii) Accountant and medical officers.

3. The records of officers who obtain an aggregate of 80 per cent. or more of the total marks in examination B, C, E or F will be specially annotated.

350A. Re-grading of Acting Pilot Officers—General Duties Branch.—1. An acting pilot officer will normally be graded as a pilot officer on being confirmed in his appointment (*see* para. **327A**).

2. An acting pilot officer who is exempted from undergoing part of a course of initial flying instruction will be graded as pilot officer as from the date of posting to a service unit, if recommended for such grading on Form 1587 on the completion of the course.

351. Promotion of Pilot Officers—General Duties Branch.—1. A pilot officer (other than one referred to in clauses 2 and 2A) may be recommended for promotion after eighteen months' commissioned service, provided that he has passed the promotion examination (or has been exempted therefrom under the provisions of para. **350**, clause 2 (*a*)) and his service has been in all respects satisfactory. If he has passed the promotion examination within eighteen months, or has been exempted from the examination, promotion to the rank of flying officer will be gazetted with effect from a date eighteen months from the date of entry as pilot officer: otherwise it will normally be gazetted with effect from the date of passing the promotion examination.

2. A pilot officer appointed to a permanent commission, with an antedate as provided in para. **325**, may be recommended after twelve

* *See* A.M.Os. 574/28 and A.38/31.

Digitized by Google

months' actual commissioned service, provided that he has been confirmed in his appointment (*see* para. **327A**) and has passed the promotion examination (or has been exempted therefrom under the provisions of para. **350**, clause 2 (*a*)) and that his service has been in all respects satisfactory. If an officer nominated by a university so qualifies within eighteen months of first being commissioned, promotion to flying officer will be gazetted with effect from a date calculated as follows:—

(i) If the antedate granted exceeds 12 months, the effective date of promotion will be 6 months after first commissioning, and seniority will be given in the rank of flying officer equal to the excess of the antedate over 12 months.

(ii) If the antedate is 12 months, the effective date of promotion will be 6 months after first commissioning, and seniority as flying officer will be from that date.

(iii) If the antedate is less than 12 months, the effective date of promotion will be 18 months, less the amount of the antedate, after first commissioning, and seniority as flying officer will be from that date.

If, however, a university entrant has not qualified for promotion within eighteen months, his promotion will be delayed by such amount as may be decided by the Air Council. If the antedate granted to a Kingston cadet under para. **325**, clause 2, is less than twelve months, his promotion will be correspondingly delayed, but his seniority as flying officer will, in any case, reckon from date of promotion to that rank.

2A. (*a*) The promotion of a pilot officer holding a short service commission will be effected in accordance with the marks obtained on passing out of a flying training course. An officer may be recommended and promoted after one of the following periods, provided he has passed the promotion examination (or has been exempted therefrom under the provisions of para. **350**, clause 2 (*a*)) and his service has been in all respects satisfactory:—

Marks obtained on passing out of flying training school.	*Period of service as pilot officer.*
80 per cent. or more	18 months.
70 „ „ to 79 per cent.	19 „
Less than 70 per cent.	20 „

An officer who qualified later than other officers undergoing the same course (e.g. owing to initial failure and re-examination) may be recommended and promoted after 21 months' service as pilot officer, provided that one who completed the course but was unable to take the final examination owing to sickness may, if recommended by the C.O. of the school, be regarded for this purpose as having qualified on the correct date, his marks being assessed by the C.O. on the average of his work throughout the course.

(*b*) If the promotion examination has not been passed (or exemption therefrom gained) within 21 months, promotion will normally be gazetted with effect from the date of passing the promotion examination.

3. Where in the opinion of the Air Council delay in passing the promotion examination is clearly due to service reasons the conditions

Digitized by Google

in clauses 1, 2 and 2A as to delayed promotion may be modified at the discretion of the Air Council.

4. As soon as an officer becomes otherwise qualified for promotion, his C.O. will, where applicable, complete and forward Form 1577, through the usual channels, certifying that his service has been in all respects satisfactory and he is suitable to perform the duties of the higher rank. If an officer cannot be certified as suitable for promotion a report will be forwarded stating the reasons.

5. While the responsibility for initiating certificates regarding promotion rests on the C.O. of the unit on whose strength the officer reported on is borne at the date of becoming eligible for promotion, air or other officers commanding will exercise discretion whether a further certificate regarding promotion should not be obtained from a previous C.O. where the officer reported on has been an insufficient time with his unit for a reliable opinion to be expressed by the C.O. as to his suitability.

352. Promotion of Pilot Officers—Effect of Forfeiture of Seniority.—When an acting pilot officer or pilot officer of the general duties branch or a pilot officer of the equipment or accountant branch has been sentenced by a court martial, or by an officer exercising summary jurisdiction under Section 47 of the Air Force Act, to forfeit seniority, the effective date of his promotion to the rank of flying officer and his seniority in that rank, will be postdated by a period equivalent to the seniority as acting pilot officer or pilot officer forfeited by him.

353. Promotion of Flying Officers—General Duties Branch*.—1. Subject to clause 2, promotion to the rank of flight lieutenant in the general duties branch will be made as laid down in this para.

2. Officers seconded from the Army, and officers on the Supplementary List will be promoted as laid down in paras. **362** and **364.**

3. A flying officer may be promoted to flight lieutenant at the discretion of the Air Council on attaining two years' seniority as flying officer provided that he has been certified by his air or other officer commanding as suitable for promotion and that he has passed promotion examination B.† The promotion of an officer who, on attaining the prescribed seniority, cannot be certified as fit for promotion will be deferred until he is so certified. The promotion of an officer who, on attaining the prescribed seniority, has not passed the qualifying examination for promotion will be deferred until the date of the A.M.O. announcing the results of an examination at which he has qualified.

4. On becoming qualified for promotion as laid down in clause 3, an officer's case will be examined and promotion will not be approved unless the Air Council judge that he is in all respects suitable to hold the higher rank. If an officer on attaining five years' seniority is still not qualified or not judged suitable for promotion, he will be retired on grounds of unsuitability unless the Air Council decide that in the special circumstances retention for a further period is in the interests of the service.

* For rules operative during the war commencing on 3rd September, 1939, *see* A.M.O. A.353/39.

† The provision requiring the passing of promotion examination B prior to promotion has been suspended, but *see* para. **3421** as to effect on pay.

Digitized by Google

5. The procedure for submitting recommendations, when due, for the promotion of flying officers to the rank of flight lieutenant will be similar to that described in para. **351**, clauses 4 and 5.

353A. Promotion of Flight Lieutenants—General Duties Branch.—1. Subject to clause 2, promotions to the rank of squadron leader in the general duties branch will be made as laid down in this para.

2. Officers who are permanently below the appropriate medical standard (*see* para. **1430**), or are unqualified for duty as pilots, will be promoted by selection as laid down in para. **354** to fill vacancies for which they are suitable. Officers seconded or re-seconded from the Army will be promoted in accordance with para. **364**.

3. Before a flight lieutenant can be promoted to squadron leader he must—

(*a*) have attained the prescribed seniority as flight lieutenant (at present 3 years);

(*b*) have passed, or been excused, promotion examination C (*see* para. **350**);

(*c*) have been certified by his A.O.C. as fit for promotion (*see* clause 4).

4. Promotion reports on Form 367A will be rendered at half-yearly intervals in respect of every permanent or medium service flight lieutenant (irrespective of seniority) other than those excepted in clause 2 from the operation of the scheme. The assessment for general efficiency will be inserted in para. 5 of the form and, when applicable, the assessment for efficiency in special or staff employment in paras. 6 and/or 7; the certificate of fitness for promotion for an officer who is of the requisite seniority (*see* clause 3 (*a*)), to be inserted in para. 8, will be in respect of his general suitability for promotion and will consist of the bare statement " Fit for promotion " or " Not fit for promotion ". The assessment on the forms will be made personally by A.Os.C. after consultation with unit commanders and will remain in force for six months. Should it become necessary to revoke a favourable recommendation at any time during this period the fact will be immediately communicated to the Air Ministry by signal.

5. The reports will normally be rendered on 1st February and 1st August and will remain in force for six months. If a flight lieutenant is posted to a new command or group during the currency of a report, the following procedure will be adopted:—

(*a*) If the officer is posted between 1st February and 30th April (inclusive) or 1st August and 31st October (inclusive), the A.O.C. will notify the A.O.C. the new command or group of the certificate which has been given in respect of him under para. 8 of Form 367A. The A.O.C. the new command or group will take account of this in making subsequent recommendations.

(*b*) If the officer is posted between 1st May and 31st July (inclusive) or 1st November and 31st January (inclusive), the A.O.C. the command or group which the officer leaves will immediately render Form 367A to the Air Ministry.

Digitized by Google

6. Officers who are not serving at a R.A.F. unit (e.g. officers at universities and officers employed with a dominion air force) will be assessed under Form 367A by the Air Ministry on the basis of their records and reports.

7. A list containing the names of flight lieutenants will be compiled and maintained at the Air Ministry. The order of names on the list will be re-arranged from time to time in accordance with seniority as modified by the scale of antedates laid down in clause 8.

8. The position of flight lieutenants on the list will be antedated as follows (for explanation of the symbols used, *see* para. 383):—

They will be eligible for antedates up to the maxima stated under each of the categories below but not in respect of more than one type of special qualification and employment under category (2)—

(*a*) Category (1).—General efficiency as an officer of the general duties branch—maximum, twenty-four months.

(*b*) Category (2).—Qualification under one of the following headings and efficiency in the corresponding employment after qualification:—

(i) Advanced specialist—maximum, eighteen months. In respect of qualifications E*, S* or A*, nine months; in respect of efficiency in the corresponding employment after qualification, up to nine months.

(ii) Specialist—maximum, twelve months. In respect of qualification E, E(T), S, A, Ph. or N, six months; in respect of efficiency in the corresponding employment after qualification, up to six months.

(iii) Flying instructor—maximum, six months. In respect of qualification as flying instructor, three months; in respect of efficiency in flying instructor employment after qualification, up to three months.

(iv) Test pilot—maximum, twelve months. In respect of efficiency in test pilot employment, up to twelve months. (*Note.*—There is no prescribed qualification for employment as test pilot.)

(v) Languages—maximum, six months. In respect of qualification up to the standard of interpreter (1st and 2nd class) in any recognised language, three months; in respect of efficiency in intelligence employment after qualification, up to three months.

(*c*) Category (3).—Qualification as a staff officer and efficiency in staff employment after qualification—maximum, twelve months. In respect of qualification *p.s.a.* or *q.s.*, six months; in respect of efficiency in staff employment after qualification, up to six months. (If an officer qualified *p.s.a.* or *q.s.* comes into consideration for promotion before he has held a staff appointment after qualification and been assessed by an A.O.C. in a promotion report in respect of such appointment, the assessment in respect of efficiency in staff employment will be made on the report received on him on passing out of the Staff College.)

Digitized by Google

Note.—An officer who is deprived of a symbol, or who ceases to be qualified as above, automatically loses any accompanying antedate for promotion (*see* para. **383**, clause 3), except that the extent of the loss of antedate (or its retention) in respect of a flying instructor qualification will be decided by the Air Council on the merits of each individual case.

9. Antedate under category (1) will be assessed in each half-year of service in a flight lieutenant vacancy in establishment. Antedate under categories (2) and (3) will be assessed in each half-year of service after qualification whilst posted to a flight lieutenant vacancy in establishment of the type rendering the officer eligible for antedate under these categories. Only posts specifically stated in the establishment of the unit to be of the type in question will be recognised for this purpose. If, in any half-year, an officer is serving in a post which renders him eligible for antedate under both categories (2) and (3) (e.g. he is qualified E and *p.s.a.* and is serving in an E staff post) he will be assessed for that half-year under both categories.

10. The antedate to be granted under categories (2) and (3) in respect of the attainment of a qualification is of fixed amount. The antedate to be granted under category (1) and that to be granted under categories (2) and (3) in respect of an officer's efficiency in the special employment for which he has qualified, will be calculated as stated in clause 11.

11. The antedates to be granted in respect of efficiency in a special employment and in respect of general efficiency will be calculated in the Air Ministry on the basis of assessments made every half-year by A.Os.C. in the promotion reports (Form 367A). Assessments in respect of efficiency in a special employment will be made for each half-year of an officer's service as a flight lieutenant during which he holds an appointment of the type in question; assessments in respect of general efficiency will be made for each half-year of service as flight lieutenant irrespective of the type of employment. The antedate granted under any head will be calculated on the average of the relevant assessments made by A.Os.C.

12. The total antedate determining an officer's position for promotion on the modified seniority list referred to in clause 7 will be the antedate calculated on the assessment given under category (1) if he is eligible only for assessment under that category; will be the sum of the antedates calculated on the assessments given under category (1) and either category (2) or (3), if he is eligible under one only of these categories; and will be the sum of the antedates calculated on the assessments given under categories (1), (2) and (3), if he is eligible under all three categories.

13 and 14. *Deleted.*

15. Assessment by A.Os.C. will be in the form "Exceptional", "Above the average", "Average", "Below the average" or "Indifferent". The average by reference to which assessments are to be made is the average of existing flight lieutenants of the general duties branch. Normally, therefore, only a small minority of flight lieutenants are likely to be assessed at any stage of their flight lieutenant service as "Exceptional" and only a minority at any stage as "Above the average." The policy of the system of promotion is to give acceleration to that limited proportion of officers whose work, whether generally or in a special employment

Digitized by Google

or in staff employment, is, in the strict sense of the words, above the average of their fellows. Reports will be scrutinised in the Air Ministry with a view to maintaining uniformity of standard between commands.

16. From the list referred to in clause 7 officers will be promoted in turn to fill vacancies in establishment provided they are judged by the Air Council to be suitable for promotion. Promotions will be made at convenient intervals.

17. Flight lieutenants not qualified for promotion under clause 3 after a reasonable period of service in their rank will be the subject of periodical review by the Air Council, and will be warned that failure to become qualified within a stated further period will involve the question of their retention in the service being considered. If still not qualified at the expiration of that period they will normally be placed on half-pay, scale B.

18. Flight lieutenants not judged suitable for promotion when reaching their turn for promotion (*see* clause 16) will be removed from the list referred to in clause 7 and will be relegated for consideration by the promotions board at a later date. If, after a period varying according to the particular circumstances, the promotions board considers them suitable for promotion, they will be replaced on the list and promoted in their turn. If, however, the board finally considers that they will not become suitable for promotion, they will normally be informed that they are permanently passed over for promotion but will be retained until retired for age.

354. Other Promotions in the General Duties Branch.—1. The promotion of the following officers will be by selection, within the approved establishment of numbers of each rank:—

(*a*) Flying officers and flight lieutenants ineligible to be dealt with under paras. **353** and **353A** (*see* clauses 2 of those paras.). The promotion of these officers will be dependent on the existence of vacancies suitable for them and on their having passed or been excused the appropriate promotion examination (*see* para. **350**).

(*b*) (i) Squadron leaders, wing commanders, group captains and air commodores. To be eligible for recommendation for promotion these officers must be within the following zones* at the date on which promotion, if made, will take effect:—

Squadron leaders—not less than 3 or more than 7 years' seniority as squadron leader.

Wing commanders—not less than 3 or more than 6 years' seniority as wing commander.

Group captains—not less than 2 or more than 4 years' seniority as group captain.

Air commodores—not less than 2 or more than 4 years' seniority as air commodore.

* These zones are liable to alteration from time to time at the discretion of the Air Council. Due notice will be given in A.M.Os. of any alterations. Before the upper limit of a zone is reduced the position of all officers who would be excluded from further consideration by such reduction will be reviewed by the promotions board.

Digitized by Google

(ii) Officers who have not entered or who have passed beyond the zone of their rank will not be considered for promotion, although the Air Council reserve to themselves the right to promote an officer who is not within the zone of his rank if, whilst not within the zone, he renders service which they consider to be of an exceptionally distinguished character.

(*c*) Air vice-marshals and above.

2. Promotions of the officers mentioned in clause 1 will be made twice annually, with effect from 1st January and 1st July.

3. (*a*) Each air or other officer commanding will submit recommendations for promotions in respect of officers below the rank of group captain. The names of officers recommended will be arranged on one list for each rank in order of priority of recommendation. In addition a list, showing the names of officers who have been considered but not recommended for promotion, should be forwarded. Lists will be forwarded twice a year so as to reach the Air Ministry not later than 1st April and 1st October.

(*b*) "Nil" returns will be rendered when no recommendations are made.

(*c*) An air or other officer commanding will, in making recommendations, take into account officers who have left his command within the six months preceding the date on which the recommendations are due at the Air Ministry and will also take care not to overlook the claims of officers who are on the strength of his command though not employed with a R.A.F. unit (e.g. officers on courses or special duty).

(*d*) When the name of an officer who was recommended on the last occasion and is still serving in the same command (or has recently left it —*see* sub-clause (*c*)) is omitted from the list the reasons for the omission will be clearly stated in the letter covering the recommendations.

(*e*) Lists will be accompanied by Form 616 duly completed for each officer recommended.

4. (*a*) On the lists forwarded under clause 3, squadron leaders and wing commanders will be marked as either "A" or "B".

(*b*) To be marked "A" a squadron leader must possess the following qualifications:—

(i) He must be a qualified pilot and fit for flying duties (i.e. classified A1 or 2), or, if unfit, have specialized in a technical subject in accordance with para. **374**.

*(ii) He must have held a command in his present rank.

(*c*) To be marked "A" a wing commander must possess the following qualifications:—

(i) He must be a qualified pilot.

*(ii) He must have held a command in his present rank.

(*d*) Officers marked "B" will be those who do not possess the above qualifications but who are specially recommended for promotion. A statement will be included against the name of each officer marked "B" indicating the reasons for the special recommendation.

5. *Deleted.*

---

* The posts counting as "commands" for this purpose are detailed in A.M.O. A.159/33.

Digitized by Google

6. Promotions to and above the rank of air vice-marshal will be made by the Secretary of State for Air on the recommendation of the Chief of the Air Staff.

7. Other promotions under clause 1 will be made by a selection board composed of such members of the Air Council and other officers as may from time to time be appointed by the Secretary of State. The selection board will take into consideration the recommendations referred to in clause 3, the officer's general record, and his annual confidential reports.

355. Medical Branch—Promotion in.—1. A flying officer of the medical branch will be eligible for confirmation in his appointment and for promotion to the rank of flight lieutenant after one year's service on full pay. Confirmation and promotion will be conditional on the Air Council being satisfied that the officer's service has been in all respects satisfactory and that he is suitable to perform the duties of the higher rank. Flying officers who are seconded or receive an antedate in accordance with para. 326 will be granted seniority in the rank of flight lieutenant equivalent to the period of the secondment or antedate.* This seniority will be reckonable towards the qualifying period for promotion to squadron leader.

1A. The procedure for submitting recommendations, when due, for the promotion of flying officers to the rank of flight lieutenant will be similar to that described in para. 351, clauses 4 and 5, but the air or other officer commanding should also obtain a brief report on the officer's professional ability and conduct from the P.M.O.

2. An officer holding a permanent commission will normally be promoted to the rank of squadron leader after ten years' total service irrespective of establishment, provided he is considered fit in all respects for the higher rank. Accelerated promotion to this rank may, if an officer shows exceptional scientific or professional ability, be granted at the discretion of the Air Council at any time after the completion of eight years' service.

3. Promotions within establishment to and above the rank of wing commander will be made by selection.

4. Service other than commissioned service as a medical officer in the R.N., the Army, the Indian Medical Service, or the R.A.F. will not count towards promotion.

355A. Dental Branch—Promotions in.—1. A flying officer of the dental branch will be eligible for promotion to the rank of flight lieutenant after one year's service on full pay. Promotion will be conditional on the Air Council being satisfied that the officer's service has been in all respects satisfactory and that he is suitable to perform the duties of the higher rank. Flying officers who are seconded or receive an antedate in accordance with para. 326A will be granted seniority in the rank of flight lieutenant equivalent to the period of the secondment or antedate. This seniority will be reckonable towards the qualifying period for promotion to

* This seniority will not, however, be dated with effect prior to 1st May, 1934.

Digitized by Google

squadron leader and the minimum qualifying period for promotion to wing commander.

2. The procedure for submitting recommendations, when due, for the promotion of flying officers to the rank of flight lieutenant will be similar to that described in para. **355**, clause 1A.

3. An officer holding a permanent commission will normally be promoted to the rank of squadron leader after ten years' total service irrespective of establishment provided that he is considered fit in all respects for the higher rank.

4. Promotion within establishment to the rank of wing commander (after a normal minimum period of 17 years' total service) or any higher rank will be made by selection.

5. Service other than commissioned service as a dental officer in the R.N., the Army, or the R.A.F. will not count towards promotion.

356. Equipment Branch—Promotion of Pilot Officers.—1. A pilot officer will normally be promoted to the rank of flying officer on the date of confirmation in his appointment; but if he has not then attained the age of 21 he will not be promoted until he attains that age.

2. The procedure for submitting recommendations when due will be similar to that prescribed in para. **351**, clauses 4 and 5.

356A. Equipment Branch—Promotion of Flying Officers.—1. Subject to clause 3, promotion of flying officers in the equipment branch will be made as laid down in para. **353**, except that the qualifying period of seniority will be six years and the appropriate promotion examination will be examination E.

2. If an officer, on attaining seven years' seniority, is still not qualified or not judged suitable for promotion, he will be retired on grounds of unsuitability unless the Air Council decide that in the special circumstances retention for a further period is in the interests of the service.

3. Officers appointed to commissions from warrant officer will be promoted by selection within an approved establishment.

356B. Equipment Branch—Promotion of Flight Lieutenants.—1. Promotions to the rank of squadron leader in the equipment branch will be made as laid down in this para.

2. Before a flight lieutenant can be promoted to squadron leader he must—

(*a*) have attained the prescribed seniority as flight lieutenant (at present 3 years);

(*b*) have passed, or been excused, promotion examination F (*see* para. **350**);

(*c*) have been certified by his A.O.C. as fit for promotion (*see* clause 3).

3. Promotion reports on Form 367A will be rendered at half-yearly intervals in respect of every flight lieutenant (irrespective of seniority). The assessment for general efficiency will be inserted in para. 5 of the form and, when applicable, the assessment for efficiency in special or staff employment in paras. 6 and/or 7; the certificate of fitness for promotion for an officer who is of the requisite seniority (*see* clause 2 (*a*)), to be inserted in para. 8, will be in respect of his general suitability for

Digitized by Google

promotion and will consist of the bare statement "Fit for promotion" or "Not fit for promotion". The assessment on the forms will be made personally by A.Os.C. after consultation with unit commanders and will remain in force for six months. Should it become necessary to revoke a favourable recommendation at any time during this period the fact will be immediately communicated to the Air Ministry by signal.

4. The reports will normally be rendered on 1st February and 1st August and will remain in force for six months. If a flight lieutenant is posted to a new command or group during the currency of a report, the following procedure will be adopted:—

(*a*) If the officer is posted between 1st February and 30th April (inclusive) or 1st August and 31st October (inclusive) the A.O.C. will notify the A.O.C. the new command or group of the certificate which has been given in respect of him under para. 8 of Form 367A. The A.O.C. the new command or group will take account of this in making subsequent recommendations.

(*b*) If the officer is posted between 1st May and 31st July (inclusive) or 1st November and 31st January (inclusive), the A.O.C. the command or group which the officer leaves will immediately render Form 367A direct to the Air Ministry.

5. Officers who are not serving at a R.A.F. unit (e.g. officers employed with a dominion air force) will be assessed under Form 367A by the Air Ministry on the basis of their records and reports.

6. A list containing the names of flight lieutenants will be compiled and maintained at the Air Ministry. The order of names on the list will be re-arranged from time to time in accordance with seniority as modified by the scale of antedates laid down in clause 7.

7. The position of flight lieutenants on the list will be antedated as follows:—

They will be eligible for antedates up to the maxima stated under each of the categories below—

(*a*) Category (1).—General efficiency as an officer of the equipment branch—maximum, twenty-four months.

(*b*) Category (2).—Qualification under one of the following types of special qualification and efficiency in the corresponding employment after qualification—maximum six months. In respect of qualification C or X, three months; in respect of efficiency in the corresponding employment after qualification, up to three months.

(*c*) Category (3).—Qualification as a staff officer and efficiency in staff employment after qualification—maximum, twelve months. In respect of qualification *p.s.a.*, six months; in respect of efficiency in staff employment after qualification, up to six months. (If an officer qualified *p.s.a.* comes into consideration for promotion before he has held a staff appointment after qualification and been assessed by an A.O.C. in a promotion report in respect of such appointment, the assessment in respect of efficiency in staff employment will be made on the report received on him on passing out of the Staff College.)

Digitized by Google

Note.—An officer who ceases to be qualified as above automatically loses any accompanying antedate for promotion (*see* para. 383, clause 3).

8. Antedate under category (1) will be assessed in each half-year of service in a flight lieutenant vacancy in establishment. Antedate under categories (2) and (3) will be assessed in each half-year of service after qualification whilst posted to a flight lieutenant vacancy in establishment of the type rendering the officer eligible for antedate under these categories. Only posts specifically stated in the establishment of the unit to be of the type in question will be recognised for this purpose. If, in any half-year, an officer is serving in a post which renders him eligible for antedate under both categories (2) and (3) (e.g. he is qualified "C" and "*p.s.a.*" and is serving in a "C" staff post) he will be assessed for that half-year under both categories.

9. The antedate to be granted under categories (2) and (3) in respect of the attainment of a qualification is of fixed amount. The antedate to be granted under category (1) and that to be granted under categories (2) and (3) in respect of an officer's efficiency in the special employment for which he has qualified, will be calculated as stated in clause 10.

10. The antedates to be granted in respect of efficiency in a special employment and in respect of general efficiency will be calculated in the Air Ministry on the basis of assessments made each half-year by A.Os.C. in the promotion reports (Form 367A). Assessments in respect of efficiency in a special employment will be made for each half-year of an officer's service as a flight lieutenant during which he holds an appointment of the type in question; assessments in respect of general efficiency will be made for each half-year of service as flight lieutenant irrespective of the type of employment. The antedate granted under either head will be calculated on the average of the relevant assessments made by A.Os.C.

11. The total antedate determining an officer's position for promotion on the modified seniority list referred to in clause 6 will be the antedate calculated on the assessment given under category (1) if he is eligible only for assessment under that category, and will be the sum of the antedates calculated on the assessments given under categories (1) and either (2) or (3), if he is eligible under one only of these categories; and will be the sum of the antedates calculated on the assessments given under categories (1), (2) and (3), if he is eligible under all three categories.

11A and 12. *Deleted.*

13. Assessment by A.Os.C. will be in the form "Exceptional," "Above the average," "Average," "Below the average" or "Indifferent." The average by reference to which assessments are to be made is the average of existing flight lieutenants of the equipment branch. Normally, therefore, only a small minority of flight lieutenants are likely to be assessed at any stage of their flight lieutenant service as "Exceptional" and only a minority at any stage as "Above the average." The policy of the system of promotion is to give acceleration to that limited proportion of officers whose work, whether generally or in staff employment, is, in the strict sense of the words, above the average of their fellows. Reports will be scrutinised in the Air Ministry with a view to maintaining uniformity of standard between commands.

Digitized by Google

14. From the list referred to in clause 6 officers will be promoted in turn to fill vacancies in establishment provided they are judged by the Air Council to be suitable for promotion. Promotions will be made at convenient intervals.

15. Flight lieutenants not qualified for promotion under clause 2 after a reasonable period of service in their rank will be the subject of periodical review by the Air Council and will be warned that failure to become qualified within a stated further period will involve the question of their retention in the service being considered. If still not qualified at the expiration of that period, they will normally be placed on half-pay, scale B.

16. Flight lieutenants not judged suitable for promotion when reaching their turn for promotion (*see* clause 14) will be removed from the list referred to in clause 6 and relegated for consideration by the promotions board at a later date. If, after a period varying according to the particular circumstances, the promotions board considers them suitable for promotion, they will be replaced on the list and promoted in their turn. If, however, the board finally considers that they will not become suitable for promotion, they will normally be informed that they are permanently passed over for promotion but will be retained until retired for age.

356C. Equipment Branch—Other Promotions in.—1. The promotion of squadron leaders and wing commanders will be by selection within an approved establishment of numbers for each rank.

2. Promotions will be made twice annually with effect from 1st January and 1st July. The procedure for the submission of recommendations and the making of promotions will be as described in para. **354**, clauses 3 and 7.

3. Officers of the rank of squadron leader or wing commander who are permanently passed over for promotion will be so informed.

357. Accountant Branch—Promotion of Pilot Officers and Flying Officers.—1. A commission as pilot officer in the accountant branch will be granted on a strictly probationary footing, normally for one year. A pilot officer will not be confirmed in his appointment until the Air Council is satisfied that he is in all respects suitable as an accountant officer of the R.A.F.

2. A pilot officer who has satisfactorily completed his probationary period will normally be promoted to the rank of flying officer on confirmation of his appointment.

3. Subject to clause 6, promotion of flying officers in the accountant branch will be made as laid down in para. **353**, except that the qualifying period of seniority will be six years and, for the present, the passing of a promotion examination will not be required.

4. If a flying officer, on attaining seven years' seniority, is still not judged suitable for promotion, he will be retired on grounds of unsuitability unless the Air Council decide that in the special circumstances retention for a further period is in the interests of the service.

Digitized by Google

5. The procedure for submitting recommendations when due will be similar to that laid down in para. **351**, clauses 4 and 5, but the air or other officer commanding should also obtain a certificate as to the officer's accounting capacity and actual work from the senior accountant officer of the station and a brief report on the officer's professional ability from the command accountant.

6. Officers appointed to commissions from warrant officer will be promoted by selection within an approved establishment.

357A. Accountant Branch—Promotion of Flight Lieutenants.—1. Promotions to the rank of squadron leader in the accountant branch will be made as laid down in this para.

2. Before a flight lieutenant can be promoted to squadron leader he must—

(*a*) have attained the prescribed seniority as flight lieutenant (at present 4 years);

(*b*) have been certified by his A.O.C. as fit for promotion (*see* clause 3).

3. Promotion reports on Form 367A will be rendered at half-yearly intervals in respect of every flight lieutenant (irrespective of seniority). The assessment for general efficiency will be inserted in para. 5 of the form and the certificate of fitness for promotion for an officer who is of the requisite seniority (*see* clause 2 (*a*)), to be inserted in para. 8, will be in respect of his general suitability for promotion and will consist of the bare statement " Fit for Promotion " or " Not fit for promotion ". The forms will be completed by air or other officers commanding after consultation with C.Os. and will remain in force for six months. Should it become necessary to revoke a favourable recommendation at any time during this period the fact will be immediately communicated to the Air Ministry by signal.

4. The reports will normally be rendered on 1st February and 1st August and will remain in force for six months. If a flight lieutenant is posted to a new command or group during the currency of a report, the following procedure will be adopted:—

(*a*) If the officer is posted between 1st February and 30th April (inclusive) or 1st August and 31st October (inclusive), the A.O.C. will notify the A.O.C. the new command or group of the certificate which has been given in respect of him under para. 8 of Form 367A. The A.O.C. the new command or group will take account of this in making subsequent recommendations.

(*b*) If the officer is posted between 1st May and 31st July (inclusive) or 1st November and 31st January (inclusive), the A.O.C. the command or group which the officer leaves will immediately render Form 367A direct to the Air Ministry.

5. Officers who are not serving in a R.A.F. unit (e.g. officers employed with a dominion air force) will be assessed under Form 367A by the Air Ministry on the basis of their records and reports.

6. A list containing the names of flight lieutenants will be compiled and maintained at the Air Ministry. The order of names on the list will be re-arranged from time to time in accordance with seniority as modified by the antedate laid down in clause 7.

Digitized by Google

7. Flight lieutenants will be eligible for antedate up to a maximum of thirty-six months for general efficiency as officers of the accountant branch.

8. The antedate will be assessed in each half-year of service in a flight lieutenant vacancy in establishment and will be calculated in the Air Ministry on the basis of assessments made every six months by A.Os.C. in the promotion reports (Form 367A). The antedate granted will be calculated on the average of the assessments made by A.Os.C.

9. *Deleted.*

10. Assessment by A.Os.C. will be in the form "Exceptional", "Above the average", "Average", "Below the average" or "Indifferent". The average by reference to which assessments are to be made is the average of existing flight lieutenants of the accountant branch. Normally, therefore, only a small minority of flight lieutenants are likely to be assessed at any stage of their flight lieutenant service as "Exceptional" and only a minority at any stage as "Above the average". The policy of the system of promotion is to give acceleration to that limited proportion of officers whose work is, in the strict sense of the words, above the average of their fellows. Reports will be scrutinised in the Air Ministry with a view to maintaining uniformity of standard between commands.

11. From the list referred to in clause 6 officers will be promoted in turn to fill vacancies in establishment provided they are judged by the Air Council to be suitable for promotion. Promotions will be made at convenient intervals.

12. Flight lieutenants not qualified for promotion under clause 2 after a reasonable period of service in their rank will be the subject of periodical review by the Air Council and will be warned that failure to become qualified within a stated further period will involve the question of their retention in the service being considered. If still not qualified at the expiration of that period, they will normally be placed on half-pay, scale B.

13. Flight lieutenants not judged suitable for promotion when reaching their turn for promotion (*see* clause 11) will be removed from the list referred to in clause 6 and relegated for consideration by the promotions board at a later date. If, after a period varying according to the particular circumstances, the promotions board considers them suitable for promotion, they will be replaced on the list and promoted in their turn. If, however, the board finally considers that they will not become suitable for promotion they will normally be informed that they are permanently passed over for promotion but will be retained until retired for age.

357B. Accountant Branch—Other Promotions in.—1. Promotion beyond the rank of squadron leader will be by selection within an approved establishment of numbers for each rank.

2. Promotions will be made twice annually with effect from 1st January and 1st July. The procedure for the submission of recommendations and the making of promotions will be as described in para. **354**, clauses 3 and 7.

3. Officers who are permanently passed over for promotion will be so informed.

358. Promotion of Medical Quartermasters.—1. A medical quartermaster will be promoted under the same general conditions, so far as

Digitized by Google

they are applicable, as are laid down for the promotion of a quartermaster in the Army.

2. For the present the promotion of medical quartermasters, other than to the rank of wing commander, will be governed by length of service on full pay in accordance with the following table:—

On appointment	Flying officer.
After 6 years' service	Flight lieutenant
After 12 years' service	Squadron leader.
If specially promoted	Wing commander.

359. Promotion of Directors of Music.—A director of music will be promoted under the same general conditions, so far as they are applicable, as are laid down for the promotion of a director of music in the Army. For the present, promotion will be governed by the same conditions as are laid down in para. **358**, clause 2, for medical quartermasters.

360. *Deleted.*

361. Promotion of Legal Officers.—Legal officers will be eligible for promotion by selection within an establishment of such officers fixed from time to time.

362. Officers on the Supplementary List.—In the event of any officers on the Supplementary List being recommended for promotion, their names are to be forwarded on a separate list. Such officers are only eligible for promotion if covering an establishment vacancy in a rank higher than that held by them.

363. Seconded and Attached Officers—Promotion in Parent Services.—1. The promotion in their parent services of officers seconded or attached to the R.A.F. will be effected in accordance with the regulations of those services.

2. An officer seconded from the regular Army or seconded or attached from the R.M. (when serving at a R.A.F. shore station or otherwise not borne on ship's books) who wishes to present himself at an Army examination for promotion, will apply through his C.O. and the air or other officer commanding to the general officer commanding the district in which he is serving.

364. Re-seconded Army Officers—Promotion in R.A.F.*—Army officers who are re-seconded for duty with the R.A.F. (in the rank of flying officer) may at the discretion of the Air Council be promoted to the rank of flight lieutenant on the completion of 6 months of their re-secondment. Recommendations as to fitness for promotion should be rendered by A.Os.C. on R.A.F. Form 616, after 6 months' re-secondment to the R.A.F.

365. Promotion to Flight Lieutenant of Commissioned Engineer, Signals and Armament Officers.—The promotion to flight lieutenant of a commissioned engineer, signals or armament officer will be by selection within an approved establishment.

---

* As a wholly exceptional and temporary measure, Army officers who are seconded for duty with the R.A.F. will be promoted to the rank of flight lieutenant on completion of three years' service as flying officer, subject to their being certified as fit in all respects to hold the rank. Officers so promoted will be granted an antedate of one year's seniority as flight lieutenant on promotion to that rank. On re-secondment, Army officers holding the rank of flight lieutenant will be granted an antedate of seniority of two years from the date of their return to the R.A.F.

Digitized by Google

CHAPTER IX.

TRAINING AND EDUCATION GENERALLY.

SECTION I.—TRAINING OF OFFICERS.

374. Specialization and Selection for Courses and Language Study—Officers of the General Duties Branch holding Permanent Commissions.—1. Every officer granted a permanent commission in the general duties branch will in the first place be required to learn to fly and the first three to four years of his service if he is an ex-Cranwell cadet, two to three years if a university entrant, and one to two years if an ex-airman pilot, will be devoted primarily to training as an efficient service pilot. C.Os. will, however, give all practical encouragement and assistance to such an officer in improving his knowledge of the subject in which he aspires and seems fitted to specialize in the future, and the technical officers of the unit to which he belongs will be available to assist him in his work. After completing the period of service devoted to his training as an efficient service pilot, an officer may be permitted or required to specialize in one of the following technical air force subjects:—

(*a*) Engineering, or Engineering and Torpedo.
(*b*) Signals.
(*c*) Armament.
(*d*) Photography.
(*e*) Navigation.
(*f*) Language study:—
  (i) Arabic or Kurdish.
  (ii) Japanese.
  (iii) Chinese.
  (iv) Russian.

2. The selection of suitable officers for courses of instruction in specialist subjects will be made in accordance with the instructions laid down in this para. and for flying instructor as in para **375A**. Certain officers who successfully pass the examination at the conclusion of a course will be selected to attend an advanced course as laid down in para. **375B.**

3. Cadets, whilst under training at the R.A.F. College, and university entrants, whilst under training at a flying training school, will be encouraged to direct their interest to one of the specialist subjects referred to in clause 1. On passing out, the commandant of the college, or the C.O. of the flying training school, will indicate the names of such of his pupils as have shown by their work and examinations that they have the ability and keenness to make specialist officers, stating the subject or subjects of specialization towards which their bent appears to lie. Pupils will be informed by the commandant or C.O. when such a recommendation is made in respect of them, but this recommendation will in no way commit them or entitle them to ultimate specialization in the subject in question or in any subject. Selection will in all cases be governed by the regulations contained in clause 4.

4. When an ex-Cranwell cadet or university entrant has completed two years', and an ex-airman pilot one year's service, he will receive a letter inviting him to state whether he desires to specialize or not, and whether he wishes to be considered for language study, and if so for which

Digitized by Google

languages. The reply to this letter, which will be forwarded to the Air Ministry, through the usual channels, will state the subjects in which the officer desires to specialize, arranged in order of preference. The C.O. of the unit will append his remarks to each letter before transmitting it to higher authority. From the replies received, a register will be prepared at the Air Ministry. Applications for specialization will be entertained only if received in accordance with this procedure, but an officer will be at liberty to ask for the subsequent cancellation or amendment of his application. Requests for cancellation or amendment will not, however, be made without serious reason. Selection from the register will be made by the Air Ministry annually as follows:—

(*a*) From ex-Cranwell cadets who in 1st January of the year in question have completed three, but not more than four, years' service.

(*b*) From university entrants who on 1st January of the year in question have completed two, but not more than three, years' service.

(*c*) From ex-airman pilots who on 1st January of the year in question have completed one, but not more than two, years' commissioned service.

In making selections, regard will be had first, to the requirements of the service in the several specialist subjects; secondly, to the qualifications of the officers, both generally for specialist employment and in regard to the individual subject proposed, as shown by the reports received under this para. and para. **1097,** clause 13A; and thirdly, to the expressed wishes of the officers. It will be possible to select only a limited number, and officers, even if selected, may not be allowed the subject of their first choice.

5. Officers other than those referred to above will be considered for specialization only to the extent that suitable officers of the correct service (*see* clause 4) are insufficient to fill the courses.

6. An officer selected will normally be posted to the next following specialist course in his subject. The annual selections for specialization will be announced in A.M.Os. Additions to the list of selections will be made when necessary from reserves nominated at the time selections are made. Officers who have taken an appropriate university honours degree before entering the R.A.F. will normally undergo shortened engineering and signals courses.

7. Officers who have qualified in one of the specialist subjects referred to in clause 1 will be posted from time to time to fill the specialist posts allowed to that subject in establishments. They will not normally be permitted to undertake a course in any other specialist subject. Service in specialist postings will not as a rule be continuous but will be interspersed with periods of non-specialist employment.

8. Particulars of the various courses are contained in A.P.1591.

375. Specialization and Selection for Courses—Officers of the General Duties Branch holding Short Service Commissions.—1. Officers of the general duties branch holding short service commissions may be permitted to specialize in the specialist subjects referred to in para. **374,** clause 1, (with the exception of language study) in accordance with the regulations contained in this para.

Digitized by Google

2. Selection for all specialist subjects will be made by a common competitive examination open to officers who are nominated to compete by the Air Council on the recommendation of air or other officers commanding. To be eligible for nomination, an officer must be fit for full flying duties and must, on 1st January in the year following that in which he sits for the examination, have completed three, but not four, years' service on a short service commission* (including the period spent at a civil flying school). A.Os.C. will forward, so as to reach the Air Ministry by 1st September in each year, a list of candidates for the forthcoming examination or a " Nil " return if there are no candidates. No officer's name will be included in the list of candidates unless he is eligible under the conditions stated above (to which no exception can be made in any circumstances) and is recommended as in all respects suitable to hold a permanent commission and to specialize. Individual recommendations on Form 617 will be attached to the list, together with summaries of entries in confidential registers as required by para. **327B,** clause 2. The number of vacancies offered for competition in each course will be notified annually in A.M.Os.

3. The examination (the syllabus of which is shown in Appendix XXII) will be held annually in all commands on the first Tuesday and Wednesday in November, the names of officers nominated by the Air Council to sit for the examination being notified in A.M.Os. Question papers will be issued by the Air Ministry and returned thereto for correction. Plain clothes may be worn by officers attending the examination. At the conclusion of the examination a list of candidates, in order of merit, will be published in A.M.Os.

4. Successful candidates will be posted to courses for specialist instruction, regard being had, so far as service exigencies permit, to the position of the candidates on the examination list and to their preference as to the subject of specialization. Provided sufficient officers have reached a qualifying standard in the examination, postings will be effected up to the number of vacancies announced for each course.

5. Officers selected for instruction as engineering specialists will be posted to the two years' course at the R.A.F. School of Aeronautical Engineering and will be examined at the conclusion of the first year and again at the conclusion of the course. The selection of officers for training as torpedo specialists will be made in the early part of the second year of the engineering course, selected officers being given additional instruction in mathematics, metallurgy and explosives during the remainder of the course and posted as soon as possible after its conclusion for a three months' course in torpedo. Officers selected for instruction as signals, armament or photography specialists will be posted to courses in their respective subjects and will be examined at the conclusion of the course.

6. Subject to successful passing out of the course, physical fitness and satisfactory service, an officer's appointment to a permanent commission will be effected as from the date of expiry of the active list period of his short service commission; if, however, this period expires before the date

* Ex-Royal Australian Air Force cadets granted short service commissions under the Dominion Co-operation Scheme are similarly eligible for consideration on the completion of two, but not three, years' service on short service commissions in the R.A.F.

Digitized by Google

of passing out of the specialist course the short service commission will be extended to the latter date and the appointment to a permanent commission will be correspondingly deferred. If during the period of any course it appears that the continuance of an officer's training is in any respect undesirable or if he fails to qualify in the examinations, he will not be considered for a permanent commission and will revert to the ordinary duties of the general duties branch.

7. Officers who are granted permanent commissions will be eligible for the advanced courses referred to in para. **375B.**

375A. Flying Instructor Courses.—1. The selection of officers holding permanent commissions in the general duties branch for training as flying instructors will be made from—

(*a*) ex-Cranwell cadets who have completed three, but not more than four, years' commissioned service;

(*b*) university entrants who have completed two, but not more than three, years' commissioned service; and

(*c*) ex-airman pilots who have completed one, but not more than two, years' commissioned service.

2. The selection of officers holding commissions, other than permanent, in the general duties branch for training as flying instructors, will be made from—

(*a*) short service officers selected for permanent commissions other than as specialists;

(*b*) short service officers selected for medium service.

3. The selection of airman pilots for training as flying instructors will be made in accordance with para. **506A,** clause 1.

4. The annual selections for flying instructor courses will be announced in A.M.Os. and pilots so selected will normally attend courses during the ensuing course year. Additions to the list of selections will be made when necessary from reserves nominated at the time selections are made.

375B. Advanced Specialist Courses.—1. With a view to qualifying themselves for higher technical duties a limited number of officers holding permanent commissions will be selected to attend advanced courses as follows:—

(*a*) *E* Course.* Post-graduate course of one academic year's duration in aeronautical engineering at the Imperial College of Science and Technology, London University. Normal entry: up to three a year. As a rule, officers to undergo this course will be selected by the Air Ministry from amongst those recommended from the R.A.F. specialist course as suitable for further training. It is contemplated that normally officers who have taken an appropriate honours degree in engineering before entering the R.A.F. will be selected but other officers will be eligible for recommendation for advanced specialist training in engineering if they are of outstanding ability. The course or courses of study to be followed by such officers, if selected, will be determined individually for each officer concerned.

(*b*) *S* Course.* Signals course of twelve months' duration at the Royal Aircraft Establishment, Farnborough. Normal entry: up to

Digitized by Google

two a year. As a rule, officers to undergo this course will be selected by the Air Ministry from amongst those recommended from the R.A.F. specialist signals course for further training. It is contemplated that normally officers who have taken an appropriate honours degree in engineering before entering the R.A.F. will be selected but other officers will be eligible for recommendation for advanced specialist signals training if of outstanding ability. The course or courses of study to be followed by such officers, if selected, will be determined individually for each officer concerned.

(*c*) *A* Course.* Armament course of twelve months' duration at the Air Armament School, Eastchurch. Normal entry: one a year. Officers to undergo this course will be selected by the Air Ministry from amongst those recommended from the R.A.F. specialist armament course. It is contemplated that normally officers who have taken an appropriate honours degree in engineering before entering the R.A.F. will be selected. Other officers will also be eligible for recommendation if they are of outstanding ability. The course or courses of study to be followed by such officers, if selected, will be determined individually for each officer concerned. Officers selected will be required to perform a tour of duty in a specialist armament vacancy before appointment to the A* course.

2. Detailed information as to the courses referred to in this para. will be found in A.P.1591 and in A.M.Os.

3. In order to be eligible to attend the courses referred to in clause 1 an officer must—

(*a*) have signed an undertaking to the effect that he will continue to serve for a period of not less than five years from the date of the termination of the course.

(*b*) have qualified in the examination in educational subjects held at the end of the specialist course in engineering, signals or armament, or, in the case of an officer who has not taken one of these examinations, produce satisfactory evidence of his fitness to profit fully by an advanced course. In the latter case the officer may be required to take a special examination.

4. (*a*) Officers attending university courses will be available for air force duty, if required, during the university vacations. They may be permitted, however, at the discretion of the A.O.C.-in-C., Training Command, to continue their studies during the university vacations, if their services can be spared and they are recommended for the privilege by the supervisor of studies.

(*b*) In such circumstances, a programme of studies for the vacation will be drawn up by the supervisor of studies for each officer concerned, who must carry out this programme to the supervisor's satisfaction.

(*c*) If the supervisor of studies is satisfied that an officer has carried out properly the programme of study laid down for him, he will give him a certificate to that effect at the opening of the following term. This certificate will be forwarded through the senior officer in residence with the periodical claims in respect of the officer's allowances, to indicate that he is entitled to reckon the vacation in question as a period of air force duty.

Digitized by Google

(*d*) When officers are allowed to continue their studies but do not qualify for the grant of this certificate, the vacation will be regarded as a period of ordinary leave.

376. Training Return.—A monthly return on Form 408 will be rendered in accordance with instructions contained in A.M.Os.

377. Results of Courses.—1. Subject to clause 1A, at the conclusion of any course of instruction or training, the C.O. of the school or other unit in which the course is carried out will prepare the required number of copies of the appropriate form for each officer and will dispose of them in accordance with the instructions on the reverse of the form. Form 364 (*a*) will be used for Empire Central Flying School reports, Form 364 (*b*) for Flying Instructor School reports and Form 292 for all other courses.

1A. On completion of a course of instruction in parachute packing and maintenance, copies of Form 292 will be rendered in accordance with the instructions thereon. The form will state the number of live descents (if any).

2. For an officer for whom posting instructions are required under para. **344**, clause 3, Form 292 will be endorsed " awaiting posting."

3. When it is desired to remove an officer from a course the C.O. of the unit will forward a report, through the usual channels, to the Air Ministry. The Air Ministry will issue the necessary instructions. A report which reflects on an officer's general conduct or ability will invariably be initialled by the officer concerned before being forwarded to the Air Ministry.

3A. Comments on an officer's personal qualities should generally be confined to those which may affect his suitability for a particular form of employment and will thus afford guidance when posting the officer concerned (*see* para. **332**). A report of an adverse nature will not be rendered on Forms 292, 364 (*a*) or 364 (*b*) but will be dealt with in accordance with para. **1097B**.

3B. Reports on the forms referred to in clause 1 will be seen and initialled by the officer concerned on receipt at the unit to which the officer is posted on completion of the course.

4. The special assessments "*special distinction*" (" S.D.") and "*distinguished pass*" (" D.") may be awarded to officers and airmen on the recommendation of the appropriate A.O.C. on completion of a course at a flying training school, subject to the following conditions:—

(*a*) they must have attained a high degree of skill as service pilots;

(*b*) they must have obtained a high proportion of the marks allotted for " qualities as an officer or non-commissioned officer "; and

(*c*) (i) for " special distinction " they must have obtained not less than 85 per cent. of the total marks in the combined written and practical portions of the examination for the award of the flying badge and 75 per cent. in the practical ground and air examinations for qualification as service pilots.

(ii) for " distinguished pass " they must have obtained not less than 80 per cent. and 70 per cent. respectively of the total marks in the examinations mentioned in (i).

Digitized by Google

Special assessments will confer exemption from promotion examination A (*see* para. **350,** clause 2 (*a*)) and particular attention will be paid to them when questions of appointment to permanent commissions or medium service are being dealt with. Flight cadets are not eligible for the award of special assessments.

5. *Deleted.*

6. *See also* para. **2335.**

378. The R.A.F. College.—The regulations regarding admission to the R.A.F. College, and particulars of the duration and scope of the training given thereat, will be found in A.P. 121.

379. The Staff College.—1. The Staff College at Andover is maintained, with two objects in view: firstly, to train officers in staff duties for peace and war; secondly, to afford such an education as will enable graduates, in the course of their subsequent service, to build up a sound school of thought in the R.A.F. Admission is by nomination by the Air Council from amongst officers who have passed a qualifying examination.

2. The regulations for admission to the College, with details of the course of study, will be found in A.M.Os.

3. An air or other officer commanding will keep a list, for submission to the Air Ministry when called for, of officers serving under his command, who are recommended by their C.Os. and also by him for admission to the College. In making his recommendations an A.O.C. will bear in mind that it is from among officers awarded *p.s.a.* that the Air Council will, eventually, look to find a large percentage of their higher commanders, and it is improbable that an officer will ever reach a position of high command who is incapable of carrying out normal staff duties. The list will include officers who are recommended for admission on their annual confidential reports. The fact that an officer has left a command or group before recommendations are called for by the Air Ministry will not preclude the inclusion of his name by an air or other officer commanding that command or group.

4. An air or other officer commanding will take every opportunity of making himself fully acquainted with the officers whose names appear on his list. He should arrange to attach them to his staff on any occasion when their service can be profitably utilised.

5. If an air or other officer commanding finds it necessary to remove an officer from his list of recommended officers he will make a note of having done so on the officer's annual confidential report.

380. *Deleted.*

381. Medical Officers—Courses of Study.—1. During the first sixteen years of his service an officer below the rank of wing commander who holds a permanent commission in the medical branch may be granted permission, at the discretion of the Air Council and subject to the exigencies of the service, to attend either the senior officers' course at the Royal Army Medical College or a post-graduate course in one of the following:—

(*a*) General medicine and surgery;
(*b*) Tropical and preventive medicine; or
(*c*) Special branches of medicine and surgery.

Digitized by Google

2. When attending a course an officer will be regarded as being on duty, and subject to the usual conditions will receive full pay and allowances. Fees, up to the maximum of £25 for each course, may also be met from air force funds, on the production of covering vouchers. Certificates of efficient attendance will be required. Regulated travelling expenses to and from the approved place of study may be allowed.

381A. Dental Officers—Courses of Study.—1. Officers of the dental branch selected to serve for ten years may be granted, at the discretion of the Air Council and subject to the exigencies of the service, permission to attend a course of study not exceeding three months within the first six years of service. Officers selected for permanent commissions may be granted permission to attend a course of study not exceeding seven months in all during the first sixteen years of service.

2. Such courses will be undertaken at a civil dental school, and so far as possible officers will be allowed to undergo instruction when convenient to themselves, and their wishes as to the choice of subject and place of study will be consulted.

3. When attending courses, officers will be regarded as being on duty and, subject to the usual conditions, will receive full pay and allowances. Fees, up to a maximum of £11 for a first course not exceeding three months and up to a maximum of £14 for a second course (which, together with the period of the first course, will not exceed the maximum of seven months laid down in clause 1), may also be met from air force funds, on the production of covering vouchers. Certificates of efficient attendance will be required. Regulated travelling expenses to and from the approved place of study may be allowed.

382. Air Navigation Certificates.—1. Air navigation certificates will be issued to serving officers and airman pilots who fulfil the following qualifications:—

(*a*) *Air Navigator, 2nd class.*—An officer or airman pilot must have passed the "Short Navigation Course" at the School of Air Navigation or the "Navigation Reconnaissance Course" at the School of General Reconnaissance with a percentage of at least 70 in all subjects and not less than 60 in any one subject. These certificates will be issued by the C.O., School of Air Navigation, or the C.O., School of General Reconnaissance, as appropriate, without further authority.

(*b*) *Air Navigator, 1st class.*—An officer must have passed a specialist N course at the School of Air Navigation with a percentage of at least 70 in all subjects and not less than 60 in any one subject, and must have not less than 200 hours' experience of navigation in the air.*

---

* Experience of navigation in the air will include—

(*a*) all time as officers carrying out the navigation of an aircraft when another pilot is carried and when the length of a flight exceeds 200 miles;

(*b*) all time as pilot flying an aircraft on a cross-country flight exceeding 120 miles, whether or not another pilot is carried: a total of 150 hours under this head will not be exceeded;

(*c*) all time instructing in navigation in an aircraft but not acting as pilot at the same time;

(*d*) all time as officer conducting navigational experimental flights.

Digitized by Google

(*c*) *Air Master Navigator.*—An officer must have held the qualification of air navigator, 1st class, for at least 2 years and in addition must have had not less than 600 hours' experience of navigation in the air* (of which 200 hours must have been gained since qualification as air navigator, 1st class) all of which must have been gained since passing the "Short Navigation Course" or "Navigation Reconnaissance Course." At least 50 hours must have been carried out at night and at least 20 astronomical sights (including the plot) must have been taken of which 10 were at night. Sight books will be produced.

2. Applications for the issue of air navigator's, 1st class, and air master's certificates will be made to the Air Ministry, through the usual channels. Each such application must be accompanied by pilot's flying log books, sight books and other documentary evidence which will support the applicant's claim for the granting of a certificate.

3. The possession of an air navigator's certificate does not entitle the holder to navigate any civil aircraft, for which a certificate obtainable from the Department of the Director-General of Civil Aviation, Air Ministry, is required.

383. Qualifications of Officers—Use of Symbols.—1. The following symbols will be inserted in the gradation list in the *Air Force List* against the names of officers who possess the qualifications indicated save that (*a*) specialist symbols will not be shown against the names of officers of the technical and administrative and special duties branches, and (*b*) only staff symbols will be inserted against the names of air officers. Officers of the technical and administrative and special duties branches will be listed in the *Air Force List* under headings corresponding to their respective qualifications, e.g. engineers, signals officers, armament officers, photographic duties, special duties, etc.

Specialist Symbols.

E	Qualified at specialist engineering course.
E (T)	Qualified at specialist engineering followed by torpedo course.
E*	Qualified at university course in engineering in addition to qualifying E.
S	Qualified at specialist signals course.
S*	Qualified at university course in electrical engineering and W/T in addition to qualifying S.
A	Qualified at specialist armament course.
A (T)	Qualified at specialist armament course followed by torpedo course.
A*	Qualified at advanced armament course in addition to qualifying A.
Ph.	Qualified at specialist photographic course.
N	Qualified at specialist navigation course.

Staff Symbols.

i.d.c.	Graduate of Imperial Defence College.
p.s.a.	Graduate of R.A.F. Staff College.

* See footnote to para. 382, clause 1 (*b*).

Digitized by Google

p.s.c. .. .. Graduate of Military Staff College (Camberley or Quetta) or of Naval Staff College (Greenwich).

q.s. .. .. Completed satisfactorily a course at the Military or Naval Staff College. (Symbol omitted if subsequently qualified *p.s.a.*)

q.s.(*w.*) .. .. Completed satisfactorily a short war course at the Military Staff College. (Symbol omitted if subsequently qualified *p.s.a.*)

w.s. .. .. Completed satisfactorily a short war course at the R.A.F. Staff College. (Symbol omitted if subsequently qualified *p.s.a.*)

Equipment Symbols.

C .. .. Qualified at complete course in supplies subjects.†

X .. .. Qualified at explosives course.

Miscellaneous Symbols.

I .. .. Qualified by examination as interpreter.

P.T. .. .. Qualified at physical training course.

2. Only officers who have completed successfully the courses and passed the examinations prescribed above will be granted these symbols, save that officers who, prior to entering the service, have obtained university degrees in the subjects in question may, at the discretion of the Air Council, be granted the E* or S* symbols after qualifying at the E or S courses.

3. Officers will not be allowed to retain symbols once obtained unless the Air Council are satisfied that they are fully competent to fill a post to which an officer of the qualification in question is allowed by establishment. If it is considered to be in the interests of the service, officers may be granted refresher courses to assist them to regain this standard or to keep abreast of modern developments. The symbol I may be forfeited, at the discretion of the Air Council, if an officer fails to requalify within five years of the date of passing the examination or of his last requalification.

SECTION II.—TRAINING OF AIRMEN.

387. Visual Signalling.—1. Initial training in the appropriate types of visual signalling for airman pilots, wireless operators, air gunners, and other members of aircraft crews and for motor boat crews and armoured car crews will be carried out in the units concerned except where initial instruction has been given as part of the curriculum of a training establishment to airman pilots and wireless operators.

2. C.Os. of units will ensure that airmen under their command are given regular signalling instruction until they are able to pass the standards laid down in A.M.Os.‡ from time to time, and that when these standards have been attained all airmen concerned are given frequent practice in the various methods of signalling appertaining to each unit so as to maintain and if possible improve upon these standards.

388. Medical and Dental Orderlies.—1. A recruit (except a dental mechanic, as to which trade *see* A.P. 1112) accepted for the medical or dental branch will on attestation be mustered as medical or dental orderly

† Exceptionally, to senior officers who have qualified at an abbreviated course.

‡ E.g. in A.M.O. A.53/38.

Digitized by Google

under training, group M. After completing his drills, the recruit will be posted for training to the Medical Training Depôt, Halton.

2. The course of instruction for medical and dental orderlies under training, group M, for remustering to nursing orderly or dental clerk orderly consists of two parts. Part I of the course will be carried out at the Medical Training Depôt, Halton, and Part II, for medical orderlies under training, at a hospital and, for dental orderlies under training, at the dental centre, Uxbridge. The syllabus of training for Parts I and II is laid down in A.P.985. The subjects for the examination for Part I are—

"A" Anatomy and Physiology.
"B" First Aid, Elementary Nursing and Service Routine.
"C" Sanitation and Hygiene.

The test will consist of a written, oral and practical examination and the standard required for a pass will be 50 per cent. in each subject and in each part of the examination, except in subject "C" for dental orderlies under training. A medical orderly under training who fails in subject "C" will be required to pass in this subject at an intermediate examination during his first six months' hospital training or at the Part II examination for remustering to nursing orderly.

3. When the Part I examination has been passed the Training Officer (Medical) will forward Form 182 to the Officer i/c Records. The airmen will then be posted direct to units by the Officer i/c Records in collaboration with the Training Officer (Medical Branch) (*see* para. **1500**).

4. An airman who fails to qualify in subjects "A" and "B" at the end of his course at the Medical Training Depôt, unless he is retained at the discretion of the C.O. of that depôt for further instruction, will be returned to No. 1 R.A.F. Depôt, where he will be remustered by the Officer i/c Records to the trade for which he is considered most suitable.

5. If an airman is found during the course to be unsuitable to continue under instruction, the front of Form 182 will be completed by the Training Officer (Medical) and the form forwarded to the Officer i/c Records with any recommendation which he may wish to make as to the future employment of the airman. The Officer i/c Records will act as laid down in para. **393, clause 2.**

389. Physical Training Instructors.—The qualification, requalification and remustering of airmen as physical training instructors is dealt with in Section V.

390. Fire Instructors.—1. Fire instructors will be trained at the fire fighting course. Candidates for the course must be N.C.Os. who have at least two years' unexpired regular air force service and will be selected from group V in all cases where such airmen are available on establishment. In cases where airmen of this group are not available on establishment, candidates may be selected from groups I to IV. In all cases, candidates must be intelligent and possessed of energy and initiative and must be of hardy physique.

2. The course will include training in giving first aid to the injured.

3. A fire instructor in groups I to IV will not be required to act for more than two years in that capacity at a station.

Digitized by Google

391. Selection of Airmen for Courses.—1. Unless any other period is prescribed in any particular case, an airman with less than two years of his regular air force service unexpired will not be selected for a course of training, or sent to a school of instruction. If, however, it is considered that there are exceptional reasons why an airman having less than the prescribed period of regular air force service unexpired should be selected full particulars will be submitted, through the usual channels, to the Air Ministry.

1A. Before recommending an airman for training in a trade, C.Os. will ensure that the standard of education of the airman is sufficiently high to enable him to profit by the instruction given. For the purpose of assessing the airman's capabilities, unless he has previously passed or been exempted from the educational test for reclassification as leading aircraftman, a test will be carried out by the station education officer, or, when no station education officer is borne for these duties, by the senior education officer immediately concerned. A certificate, signed by the C.O., stating that the airman is educationally suitable for training will be forwarded to the Officer i/c Records with the recommendation for training. The recommendation will take the following form:—

(No.) .....(Name) .....(Rank) .....
(Trade).....is recommended for training as .....

Reasons for recommendation:—

(*a*) Nature and duration of any previous service training, if any.
(*b*) Nature and duration of any service or civilian experience in the trade for which training is recommended.
(*c*) Any other reason in support of the application.
(*d*) If necessary, is he willing to extend his service with a view to being placed under training?

1B. On completion of 10 months' service, all aircrafthands will have the opportunity of being considered for training as service policemen, physical training instructors or in one of the trades which are open to them (normally all group III trades and the sub-trades of group V). When these airmen complete the requisite service, the Officer i/c Records will obtain from their C.Os. a statement indicating in respect of each airman whether such training is desired, the trade or trades (in order of preference) of the airman's choice and whether he is recommended: if he desires training and is recommended a certificate in accordance with clause 1A will be attached. An airman who desires training must be willing to extend his period of regular service from 7 to 9 years and the necessary extension will be executed when his training has been successfully completed.

2. *Deleted.*

3. Airmen selected for a course in the trade of wireless operator or wireless operator mechanic will be medically examined before final selection and required to pass the medical tests of hearing and vision laid down in A.P. 1129, paras. 19 and 20, clauses 2(*c*) and 5. Colour vision must be normal or " safe " as tested by Ishihara's plates, Edridge Green lamp, or Giles-Archer Colour Perception Unit. A certificate that the tests of hearing and vision have been passed will be forwarded to the Officer i/c Records at the same time as the initial recommendation for training is forwarded.

Digitized by Google

4. Airmen selected for training as pilots, air observers or air gunners will be medically examined as laid down in para. **506** or **1454.**

5. Aircraftmen selected for training and mustering as motor boat crew must be of sound physique, be able to swim, and have normal or "safe" colour vision. They will be examined and certified by a medical officer, immediately prior to selection, as medically fit to undergo such training.

6. Airmen posted to the senior armament instructors' course must be fit for general service and have normal or "safe" colour vision.

7. Airmen selected for a course in the trade of armourer, fitter (armourer), photographer or electrician must have normal or "safe" colour vision.

392. Courses of Instruction—Airmen proceeding to.—An airman proceeding on a course of instruction, whether at an air force unit or at a unit belonging to another branch of H.M. forces, will take with him clothing and necessaries, and arms and accoutrements in accordance with the prescribed scales. The C.O. will ensure that all articles in the airman's possession are in a clean and serviceable condition before he leaves the unit.

393. Removal of Airmen from Training.—1. If on completion of eight weeks' training an airman's C.O. considers that the airman is unsuitable to continue receiving instruction, the front of Form 167 will be completed and the form forwarded to the Officer i/c Records. The C.O. will add any recommendation which he may wish to make as regards future employment. The C.O. may recommend an airman to be withdrawn from training any time after the eighth week.

2. The Officer i/c Records will, after considering the obligations to the airman, cost of training received, service requirements, the airman's suitability for employment in some other trade, etc., inform the C.O. of the disposal of the airman, by means of a copy of the necessary entry for inclusion in the unit casualty form.

3. If, on completion of his training, an airman fails in the examination set by the Central Trade Test Board, he may be allowed to remain under training for a period not exceeding three months; after this period the airman will again be examined, and if he fails he will be withdrawn from training and his name forwarded to the Officer i/c Records for instructions as to disposal. An airman definitely withdrawn from training for unsuitability and not selected for training in another trade at this time will not be allowed to (*a*) undergo a course of training in any trade, or (*b*) appear before any trade test board with a view to remustering to the trade for which he was originally placed under training, for a period of 18 months for group I trades and for 12 months for other trades from the date of his remustering upon cessation of training.

4. When an airman to whom clause 3 applies is sent for examination by the Central Trade Test Board, Form 167 will be completed by the C.O. and by the president of the board as laid down in para. **501.**

5. The president of the Central Trade Test Board will, for all failures, record on Form 167 his recommendation. If the airman is recommended for further training, Form 167 will be endorsed to cover a further period

Digitized by Google

of three months. If after that period the airman is not recommended for further training the recommendation will be, e.g. unsuitable for further training in any trade; not recommended for retention; recommended for remustering to aircrafthand or recommended for remustering to a trade held prior to the commencement of training.

6. Form 167 will be forwarded by the president of the Central Trade Test Board to the Officer i/c Records, through the C.O. of the training establishment or unit, who will add his concurrence or otherwise to the recommendation of the Central Trade Test Board.

7. The training of airmen recommended for a further course not exceeding three months will be commenced immediately and will not be held over until the concurrence of the Officer i/c Records is received.

8. *See* para. **395,** clause 7, as to recording the result of a trade test on the airman's certificate of service and in the casualty form.

9. This para. is not applicable to apprentices or boy entrants.

394. Training Returns.—A monthly return on Form 408 will be rendered, in accordance with instructions contained in A.M.Os., by all schools and training centres to which airmen are posted or attached for instruction.

395. Records of Courses, &c.—1. Whenever an airman commences a course of instruction or training, the fact will be recorded on the casualty form (Form 739). When an airman of the medical or dental branch completes a course of training at the Medical Training Depôt he will be examined, and the result recorded on Form 182, which will be disposed of in accordance with para. **388.**

2. At the conclusion of any course of instruction or training, the C.O. of the school or other unit in which the course is carried out will, except as provided in clause 3, prepare the required number of copies of the appropriate form for each airman and will dispose of them in accordance with the instructions on the reverse of the form. For airman pilots, a copy of the appropriate form will always be placed in the airman's service documents.

3. When an airman, upon completion of training, is examined by the Central Trade Test Board and Form 167 is completed in accordance with para. **501,** Form 292 will not be rendered.

4. Except as provided in clauses 5, 6 and 6A, the C.O. of the school or other unit at which the course is carried out will enter full details of the result of the course—

(*a*) on the casualty form (Form 739); and

(*b*) in the appropriate columns on page 4 of the airman's certificate of service (Form 280) (*see* para. **2132,** clause 16).

5. Whenever an airman attends a course at a naval or military unit, the Officer i/c Records will be responsible for recording the result of the course on the airman's certificate of service, making any necessary conversion of terms used, and for ensuring that a notification of the result of the course is made in a casualty form.

6. Whenever an airman of the medical or dental branch attends a course given by the medical officer of his station, the result of the course will be communicated to the C.O. of the unit by the Training Officer (Medical Branch) for promulgation in accordance with this para.

Digitized by Google

7. Whenever an airman qualifies, or fails to qualify, in any examination or technical test, the fact will be recorded on the casualty form. A record will also be made in the appropriate columns on page 4 of his certificate of service, as laid down in para. **2132**, clause 16. Failure to qualify in any subject or part of the higher education test will not, in view of its voluntary character, be recorded on casualty forms or in certificates of service.

396. *Deleted.*

397. Musketry Training.—The first duty of an airman is proficiency in his trade. C.Os. are, therefore, to ensure that while every airman is taught the use of a rifle, small arm drill and musketry are not practised at the expense of technical training.

Section III.—Language Study.

403. Languages to which Regulations Apply.—The arrangements and awards provided in these regulations are limited to the study of the following languages:—Dutch, French, German, Italian, Arabic, Hebrew, Kurdish, Persian, Turkish, Russian, Spanish, Japanese, Chinese, Malay, Swahili and Syriac. The Air Council will, however, consider applications from officers or airmen who desire to qualify or to requalify in other modern languages or who are not eligible for awards in accordance with the conditions laid down herein, provided it is understood that no financial benefits or grant of special leave will be attached to their so qualifying or requalifying.

404. Eligibility for Awards.—1. In order to be eligible for an award (except for the colloquial standard in Arabic, Hebrew, Kurdish, Persian, Turkish, Malay, Swahili and Syriac) under the regulations an officer must—

(*a*) hold a permanent commission or (except for Japanese, Chinese, Arabic, Kurdish, Persian, Turkish and Russian interpreterships) have been retained on a temporary commission under special conditions to complete time for service retired pay;

(*b*) not be due for compulsory retirement for at least three years at the date of the examination for qualifying or requalifying as interpreter;

(*c*) except as provided in paras. **411**, **415** and **416**, be not more than forty years of age at the date of examination for qualification in any language and not more than forty-five years of age at the date of examination for requalification.

2. A medical, equipment or accountant officer will be ineligible for awards in connection with Japanese or Chinese. A chaplain will be ineligible for awards in respect of any language.

3. In order to be eligible to compete for awards for preliminary Arabic, Kurdish, Persian and Turkish an airman must be serving on an ordinary engagement, be not below the rank of flight sergeant, and have at least three years' regular air force service to complete after the date of his examination. An airman will be ineligible to compete for awards in languages other than Arabic, Hebrew, Kurdish, Persian, Turkish, Malay, Swahili and Syriac.

4. Except as indicated in clause 4A and in para. **411**, the awards for colloquial Arabic, Hebrew, Kurdish, Persian, Turkish and Syriac

Digitized by Google

are open to officers and airmen serving in Iraq, Palestine, Trans-Jordan, Aden or Egypt, and those for Swahili to officers and airmen serving in Kenya, subject, in the case of airmen below the rank of flight sergeant, to a certificate for each being furnished by the A.O.C. that the airman's duties render a knowledge of the language desirable. The certificates should accompany the results of the examination when forwarded to the Air Ministry. The awards for colloquial Malay are open to all officers and airmen serving in the Far East. In all cases candidates must at the time of qualifying have at least six months to serve in a country in which the language is spoken before completing the appropriate minimum tour of service as laid down in paras. **342** and **590.**

4A. An officer granted a short service commission on the Supplementary List for intelligence duties, who was required as a condition precedent to the grant of his commission to be able to speak a Middle Eastern language, will be ineligible for an award in respect of such language under clause 4. Officers and airmen seconded to foreign governments are also ineligible for awards for the colloquial standard in the Middle Eastern languages.

5. In forwarding recommendations for language study abroad and applications to qualify or requalify as interpreters, air or other officers commanding are to consider whether the applicants are able to comply with the conditions of eligibility.

405. Examinations—When Held and Applications to Sit.—1. Preliminary and interpretership examinations in modern foreign languages are held in London by the Civil Service Commissioners, commencing on the third Tuesday in January and third Tuesday in June every year.

2. An officer or airman who has been entered for an examination and is unable to attend part or whole of the examination, must notify the Civil Service Commission direct as early as possible of his inability to attend and also report the reason, through the usual channels, to the Air Ministry.

3. An air or other officer commanding at home should submit to the Air Ministry not later than 15th November for the January examination, and 15th April for the June examination, lists of officers and airmen under his command who desire and are recommended to attend the preliminary and interpretership examinations in Dutch, French, German, Italian and Spanish.

4. An air or other officer commanding abroad may submit applications for officers and airmen to be examined at stations abroad at the same time as the examinations at home, under the rules laid down in para. **417.** Applications from officers and airmen who desire to be examined at stations abroad are to reach the Air Ministry three clear months before the dates mentioned in clause 1.

5. Officers or airmen who wish to qualify in languages other than Dutch, French, German, Italian or Spanish, or who are ineligible for awards may apply to attend the interpretership examinations without attending the preliminary examination.

406. Requalification.—An officer or airman who qualifies as a 2nd class interpreter may apply to attend any subsequent examination with a view to qualifying as a 1st class interpreter. An officer or airman who qualifies as a 1st class interpreter may apply to be examined with a view to requalification provided that three years have elapsed since he last

Digitized by Google

qualified or requalified. Applications for requalification will be submitted as directed in para. 405.

407. Preliminary Examinations in Dutch, French, German, Italian and Spanish.—1. An officer desiring to qualify as an interpreter is required, as a rule, to pass a preliminary examination in the language before he can be regarded as eligible for any privilege or award under the regulations. No awards are provided for passing the preliminary examinations.

2. Applications for exemption from the preliminary examination will be considered by the Air Council in very special circumstances. The grounds on which exemption is sought will be fully stated, and will normally include the previous passing, within a reasonable period, of an examination of an equivalent or higher standard.

3. The syllabus and standard of qualification of the preliminary examination are as follows:—

	Marks.
Part I.—Oral.	
(*a*) Conversation.—Conversing with reasonable fluency and accuracy on general and military topics of a simple kind	100
Part II.—Written.	
(*b*) Translation.—Translation from and into the language of simple unseen passages or sentences	100
Total marks	200

Standard of qualification.

(*c*) 60 of the total marks must be gained to be recorded as having "passed."

408. Study Abroad.—1. After passing, or being exempted from the preliminary examination, and before attending the interpretership examination in Dutch, French, German, Italian or Spanish, an officer will, unless exempted under clause 5, be required to follow an approved course of study lasting two months (exclusive of travelling) in a country in which the language to be studied is spoken.

2. While in residence abroad the officer will be treated for the purpose of allowances (other than travelling allowance) as absent from his permanent station on temporary duty. He will report to and be under the orders of the air, military, or naval attaché in the country concerned. Locomotion expenses will be allowed to and from the country of residence but not within that country. When a sleeping berth on a train is occupied *en route*, only the cost in excess of 10*s*. for each night of occupation is admissible as a charge against public funds.

3. Before proceeding abroad, the officer will be required to submit a programme of study to the Air Ministry for approval and to show that he is able to obtain good facilities for studying the language and customs of the country. On his return he must sit for the interpretership examination in the language studied at the first opportunity and may be required to submit a report on the knowledge and experience he has gained while abroad.

Digitized by Google

4. Subject to clause 5, the total number of officers who may be allowed to proceed abroad on language study under the provisions of clause 1 will be limited to eight a year. An officer who contemplates the study of a language should notify the Air Ministry, through the usual channels, as early as possible. If the number of applicants for language study abroad exceeds the number of vacancies, those applicants will be selected who appear to be best qualified to profit by the facilities afforded.

5. An officer who has already resided in an appropriate country either on duty or in a private capacity may at the discretion of the Air Council be exempted from proceeding abroad on language study. Officers so exempted will be counted against the number of officers allowed to proceed abroad in any particular year.

409. Syllabus of Interpretership Examination—European Languages.

Part I.—Oral.	Marks.
1. Conversation..	60
2. Reading Manuscript.—Reading aloud and translating manuscript. Reading aloud and dictating answers to short manuscript reports, notes, telegrams, etc.	30
3. Technical Terms.—Knowledge of technical air force and local terms (including titles of local officials and terms of etiquette in dealing with them, terms used in travel, reconnaissance, transport duties, collection of supplies, etc., and conventional signs and abbreviations used in maps of foreign countries), to be tested by direct questions and by oral translation from a British or foreign training manual	20
*Part II.—Written Tests.**	
4. Technical Paper.—Translation of air force passages from the foreign language into English, and from English into the foreign language	40
5. Letter.—Writing a letter in the foreign language; a choice of subjects will be given..	30
6. Extempore Translation.—A passage in the foreign language of an ordinary everyday style will be read aloud to the candidate, who will write down his translation of it. The passage will not relate to the air force	20
7. Extempore Composition.—An English passage of an ordinary everyday style will be read aloud to the candidate, who will write it down in the foreign language. The passage will not relate to the air force	20
Total marks	220

Standard of qualification.

(i) To qualify as 1st class interpreter ·8 of the total marks must be gained.

(ii) A candidate gaining less than ·8 and not less than ·55 of the total marks will be qualified as a 2nd class interpreter.

* When a language possesses a special written character candidates must be prepared to write in that character.

Digitized by Google

(iii) To requalify as a 1st class interpreter a candidate must gain ·8 of the total marks in all subjects or he may take the five tests 1, 2, 3, 6 and 7 and gain not less than ·8 of the marks allotted to those subjects.

410. Colloquial Arabic, Hebrew, Kurdish, Persian, Syriac, Turkish, Swahili and Malay.—1. Tests for colloquial proficiency in Arabic, Hebrew, Kurdish, Persian, Syriac and Turkish will be held twice a year (in January and in June) in Iraq, Palestine, Trans-Jordan, Aden and Egypt; in Swahili twice a year (in January and in June) in Kenya; and in Malay twice a year (in April and in September) in the Far East.

2. Applications to attend the colloquial examinations from officers and airmen will be made to the air or other officer commanding, who will arrange for the conduct of the examinations in accordance with para. 417 at such centres as he considers convenient.

3. The air or other officer commanding will report to the Air Ministry, for record purposes, the results of the examination and the number of marks obtained by each candidate who enters.

4. *Syllabus* and standard of qualification.*

	Marks.
(i) Conversation in the language on a military subject set by the examiners	50
(ii) Interpreting for an educated native unacquainted with English	50
(iii) Knowledge of military and local terms, including titles of officials, terms used in travel, transport duties, collection of supplies and reconnaissance work	50
(iv) *Viva voce* translation of orders written in English ..	50
Total marks	200

·6 of the total marks will be required to "pass."

5. Notes on the study of Arabic and particulars of books recommended for study may be obtained on application to the command or station education officer in Middle East, Iraq or Aden.

411. Training of Officers in Middle Eastern Languages.—1. Two officers of the rank of flight lieutenant or flying officer holding permanent commissions in the general duties branch and not over thirty years of age will be selected each year under arrangements made by the Air Ministry and sent to Iraq to study (at public expense) a Middle Eastern language for a period of one year or until they pass the preliminary examination in the language studied, whichever period is the shorter.

2. During their first year the selected officers will be expected to pass a colloquial test in their particular language, but will not be eligible for the awards for passing either the colloquial or preliminary examination in the language in which they have received training. They will, however, be eligible for the prescribed awards for qualification as a 2nd class or 1st class interpreter in such language.

3. If an unfavourable report is rendered on an officer's conduct or industry during the year in which he is receiving tuition at public expense, he may be required at the discretion of the Air Council to refund all or part of the tuition fees.

* In Arabic any form of the spoken language except Moorish will be accepted.

Digitized by Google

412. Preliminary Examinations—Arabic, Kurdish, Persian and Turkish.—1. Preliminary examinations in Arabic, Kurdish*, Persian and Turkish will be held as laid down in para. **405.** Applications to attend will be submitted as specified in that para.

2. *Deleted.*

3. The syllabus and standard of qualification of the preliminary examination are as follows:—

	Marks.
Part I.—Oral.†	
(*a*) Conversation.—Conversing with reasonable fluency and accuracy on general and military topics of a simple kind with a native soldier or civilian, in the presence of the examining board..	100
(*b*) Knowledge of military and local terms, including titles of officials and etiquette in dealing with them, terms used in travel, transport duties, collection of supplies and reconnaissance work	50
Part II.—Written.‡	
(*c*) Translation.—Translation from and into the language of simple unseen passages or sentences	100
	250

Standard of Qualification.

·6 of the total marks must be gained to be recorded as having passed.

4. Awards will be given as laid down in para. **419.**

5. *See also* para. **410,** clause 5.

413. Leave for Study of Arabic, Kurdish, Persian and Turkish.—1. Six months' special leave on full pay and allowances for the purpose of language study may, subject to the exigencies of the service, be granted by the Air Ministry to an officer serving at home who has passed the preliminary examination in Arabic, Kurdish, Persian or Turkish, as laid down in para. **412.**

2. Air or other officers commanding in Iraq, Palestine, Trans-Jordan, Aden, or Egypt may, after reference to the Air Ministry, grant special leave on full pay and allowances in the appropriate country to officers who have passed the preliminary examination in Arabic, Kurdish, Persian or Turkish. This leave may be taken in instalments, but shall not exceed six months in all.

3. Officers who have received training under para. **411** are excluded from the provisions of this para.

4. Officers will be allowed locomotion expenses to and from the country in which the leave is spent, but not within that country.

---

* Examinations in Kurdish will normally be held in the Iraq Command only.

† *See* footnote to para. **410** clause 4.

‡ In Arabic the candidate will be expected to use the standard written language which is used by educated persons in all Arabic-speaking countries. When a language possesses a special written character candidates must be prepared to write in that character, except in the case of Turkish for which language Roman script only will be required.

Digitized by Google

414. Interpretership Examinations in Arabic, Kurdish, Persian and Turkish.—1. Interpretership examinations in Arabic, Kurdish*, Persian and Turkish will be held as laid down in para. **405.** Applications to attend will be submitted as laid down in that para.

2. *Syllabus of Interpretership Examination.*

	Marks.
Part I.—Oral.†	
(i) Conversation	70
(ii) Reading Manuscript.—Reading short manuscript reports, notes, telegrams, &c., and dictating answers thereto	20
(iii) Technical Terms.—knowledge of technical, military, and local terms (including titles of local officials and terms of etiquette in dealing with them, terms used in travel, reconnaissance, transport duties, collection of supplies, &c.), to be tested by direct questions and by oral translation from a British or foreign training manual	20
(iv) Oral Translation.—A passage in the foreign language of an ordinary everyday style will be placed in the hands of the candidate, who will translate it aloud	20
(v) Oral Composition.—An English passage of an ordinary everyday style will be placed in the hands of the candidate, who will translate it aloud into the foreign language	20
Part II.—Written.†	
(vi) Translation.—Translation into English, from the language, of unseen passages	20
(vii) Composition.—Translation into the language, of unseen English passages	40
(viii) Manuscript.—Translating into English, official and private correspondence (manuscript)	20
(ix) Letter.—Writing a private or official letter in the language, a précis being given	20
Total marks	250

Standard of Qualification.

·8 of the total marks must be gained for the qualification of 1st class interpreter. An officer gaining less than ·8 and not less than ·6 will be classified as a 2nd class interpreter. To requalify as a 1st class interpreter an officer will be required to gain ·8 of the total marks allotted to subjects (i), (ii), (iii), (iv) and (v) of the syllabus.

3. *See also* para. **410,** clause 5.

415. Study of Japanese and Chinese.—1. Not more than two‡ officers holding permanent commissions and not over thirty years of age will be selected each year, under arrangements made by the Air Ministry, to undergo a six months' course in Japanese or Chinese at the School

* *See* footnote to para. **412,** clause 1.

† *See* footnotes to para. **412,** clause 3.

‡ At present only one officer each year will normally be selected to attend the School of Oriental Studies for the study, alternately, of Japanese or Chinese.

Digitized by Google

of Oriental Studies in London. They will be regarded as being on duty and will receive full pay and allowances during the course. If an unfavourable report is rendered on an officer's conduct or industry during the course he may be required, at the discretion of the Air Council, to refund all or part of the tuition fees.

2. At the termination of the course the officers will be examined at the School of Oriental Studies and if they attain a satisfactory standard will be eligible to be selected to proceed to Japan or China for a further course of study. Not more than one officer a year may, however, be selected for this further course.

3. The course of study in Japan or China will normally be for three years, exclusive of the time spent on the journey out and home. An officer will be allowed to remain for the second and third years of his course only if he qualifies at the examinations detailed in clauses 10, 11, 13 and 14, which will be held in Tokyo or Peking at the end of the first and second years.

4. Passage to Japan or China and return passage home, or the cost at regulation rates, will be provided for the officer subject to the provisions of clauses 5 and 6 and of para. **425**. Passages will not be provided for a wife or family.

5. An officer who fails to qualify at either of the annual examinations may be removed from the course and posted to a unit at once, and in that case may, if his failure is due to misconduct or lack of industry, be required to defray the cost of his return journey.

6. On completing their three years' course of study in Japan or China, officers will attend the interpretership examination (*see* clauses 12 and 15) held in Tokyo or Peking (under arrangements made by the air attaché). If in any case this is not practicable, the officer will be required to attend the first available interpretership examination held in London. If an officer fails to qualify as at least a 2nd class interpreter at his third year examination, he may, if his failure is due to misconduct or lack of industry, be called upon to refund the cost of his passage home.

7. In addition to the pay of his rank, an officer sent to Japan or China will be granted a consolidated allowance, at such rates as may be determined from time to time. This allowance will be in lieu of all other allowances and will be issuable for the period of the officer's residence in Japan or China. Issue will be made monthly in arrear (*see* para. **422**).

8. In order to cover initial expenses, an officer, if he so desires, may obtain an advance of £50, which will be recovered in twelve equal monthly instalments from the consolidated allowance; this advance will be in addition to the usual advance of pay issuable on proceeding to Japan or China.

9. An officer who is attached to the Japanese Army during the second or third year of his course will receive a further allowance at the rate of £50 a year while so attached.

10. (*a*) *Syllabus of examination to be held at the end of the first year of study in Japan.*

Part I.—Oral.	Marks.
(i) Conversation with an educated Japanese on matters useful to air force officers	100

Digitized by Google

Part II.—Written. Marks.

(ii) Translation from text-book.—Simple sentences or passages selected from Lange's "A Text Book of Colloquial Japanese." Japanese into English and English into Japanese (2 hours) 30
(iii) Translation from reader.—Translation of passages from the volumes of the reader prescribed for study (2 hours) 30
(iv) Characters.—Knowledge of the characters contained in the first eight volumes of the Japanese "Ordinary Primary School Reader (Jinjō Shōgaku Tokuhon)" .. 40

Total marks 200

(*b*) *Standard of qualification.*

·5 of the marks allotted to each subject and ·6 of the total marks must be gained in order to pass.

(*c*) *Books recommended for study.*

The first eight volumes of the Japanese "Ordinary Primary School Reader (Jinjō Shôgaku Tokuhon)", current edition.

Isemonger's "The Elements of Japanese Writing".

Lange's "A Text Book of Colloquial Japanese", English translation by Christopher Noss.

Chamberlain's "Things Japanese".

(The above are obtainable from Probsthain and Co., 41, Great Russell Street, London, W.C.1.)

"An English-Japanese Dictionary of the Spoken Language" 4th edition: by Messrs. Hobart-Hampden and Parlett, Sanseidō, Tokyo.

Takenobu's "Japanese-English Dictionary," Sanseidō, Tokyo.

11. (*a*) *Syllabus of examination to be held at the end of the second year of study in Japan.*

Part I.—Oral. Marks.

(i) Conversation with a Japanese officer on air force topics.. 100
(ii) Conversation with a Japanese on general topics 50

Part II.—Written.

(iii) Translation, with the aid of dictionaries, of passages from Japanese newspapers and air force regulations (3 hours) 150

Total marks 300

(*b*) *Standard of qualification.*—·5 of the marks allotted to each subject and ·6 of the total marks must be gained in order to pass.

(*c*) *Books recommended for study.*

Calthrop's "Dictionary of Military Terms", The Maruzen, Kabushiki, Kaisha.

"An English-Japanese Vocabulary of Aeronautical Terms."

Digitized by Google

12. (*a*) **Syllabus of the Japanese Interpretership Examination.*

Part I.—Oral (1½ *hours*).	Marks.
(i) Conversation on general and air force topics	40
(ii) Interpreting into Japanese the substance of a communication or order, relating to air force matters, given in English	30
(iii) Taking notes in English of a conversation or discourse in Japanese	30
Part II.—Written.	
(iv) Translation from Japanese into English, with the aid of dictionaries, of passages from air force journals, regulations and manuals (3 hours)	60
(v) Translation from Japanese into English of hectographed air force orders, tactical schemes and messages (3 hours)	40
Total marks	200

(*b*) *Standard of qualification.*—(i) ·8 of the total marks must be gained for the qualification of 1st class interpreter. An officer gaining less than ·8 and not less than ·6 will be classified as a 2nd class interpreter.

(ii) The 1st or 2nd class interpretership standard must be gained in the whole syllabus for requalification as a 1st or 2nd class interpreter in Japanese.

(*c*) *Book recommended.*—Piggott: "Elements of Sosho".

13. (*a*) *Syllabus of examination to be held at the end of the first year of study in China.*

Part I.—Oral.	Marks.
(i) Translation into Chinese of English sentences from the Course	25
(ii) Conversation	40
(iii) Translation into English of extracts from the Chinese Press, rendered in the colloquial style, read aloud by a Chinese	35
(iv) Reading aloud in Chinese, and translating into English, passages selected from the Course	25
Part II.—Written.	
(v) Writing characters (selected from those met with in Ratay's "Current Chinese")	25
Total marks ..	150

b

* *See* footnote to para. 409.

Digitized by Google

(*b*) *Standard of qualification.*—·5 of the marks allotted to each subject and ·6 of the total marks must be gained in order to pass.

(*c*) *Books recommended for study.*

" Richard's Comprehensive Geography of the Chinese Empire ", translated and revised by M. Kennelly;
F. L. Hawks Pott: " A Sketch of Chinese History ";
J. P. Ratay : " Current Chinese ";
S. V. Constant : " Chinese Military Terms ";
Hillier: " English-Chinese Colloquial Dictionary ".

14. (*a*) *Syllabus of examination to be held at the end of the second year of study in China.*

	Marks.
Part I.—Oral.	
(i) Oral composition.—The examiner reads English sentences aloud and the candidate gives them orally in Chinese	30
(ii) Oral translation.—The candidate is handed a Chinese newspaper. He reads aloud certain selected passages and gives them orally in English, without the aid of a dictionary	30
(iii) Conversation on military and general subjects with a Chinese	40
Part II.—Written.	
(iv) Written composition.—English sentences on military subjects are laid before the candidate, who translates them into Chinese, writing them down in the Chinese character, without the aid of a dictionary	40
(v) Written translation of official documents, and passages from Chinese military text-books, without the aid of a dictionary	60
Total marks	200

(*b*) *Standard of qualification.*—·5 of the marks allotted to each subject and ·6 of the total marks must be gained in order to pass.

15. (*a*) **Syllabus of the Chinese Interpretership Examination.*

	Marks.
Part I.—Oral.	
(i) Conversation on general and military topics	40
(ii) Interpreting into Chinese the substance of a communication or order, partly of a military nature, given in English	40
(iii) Taking notes in English of a conversation or discourse in Chinese	40
Part II.—Written.	
(iv) Translation from Chinese into English of modern despatches or orders of a military nature, without the aid of a dictionary (3 hours)	60

* *See* footnote to para. 409.

Digitized by Google

	Marks.
(v) Grass hand.—Translating into English simple documents written in ordinary grass hand (3 hours) ..	40
(vi) Translating into Chinese simple military orders or despatches without the aid of a dictionary (3 hours)..	30
Total marks	250

(*b*) *Standard of qualification.*—(i) ·8 of the total marks must be gained for the qualification of 1st class interpreter. An officer gaining less than ·8 and not less than ·6 will be classified as a 2nd class interpreter.

(ii) The 1st or 2nd class interpretership standard must be gained in the whole syllabus for requalification as a 1st or 2nd class interpreter in Chinese.

(*c*) *Book recommended.*

Hirth: "Translations from Modern Chinese."

416. Study of Russian.—1. An officer may apply to attend a preliminary examination in Russian, and if he is eligible compete for the award laid down in para. **421**. The syllabus and standard of qualification are the same as for other European languages as laid down in para. **407**.

2. One officer serving at home holding a permanent commission and not over thirty years of age will be selected annually under arrangements made by the Air Ministry to attend a course in Russian at the School of Slavonic and East European Studies (University of London). He will be regarded as being on duty and will receive full pay and allowances during the course.

3. *Deleted.*

4. At the conclusion of the course an officer will be examined at the School of Slavonic and East European Studies. If an unfavourable report is rendered on an officer's conduct or industry during the course he may at the discretion of the Air Council be required to refund all or part of the college fees.

5. An officer who has attended this course will not be eligible for an award for passing the preliminary examination.

6. Not more than one officer a year who has passed the preliminary examination or qualified at the course at the School of Slavonic and East European Studies may proceed abroad for six months for language study under the same conditions as are laid down in para. **408**. This period may be extended to nine months in approved cases. On his return the officer must sit for the interpretership examination at the first opportunity.

7. Interpretership examinations will be held as laid down in para. **405**. The syllabus and standard of qualification will be as laid down in para. **409**.

417. The Composition, and Instructions for the Guidance, of Examining Boards in Foreign Languages at Places other than London.—1. When examinations are held at places other than London, the papers for the interpretership and preliminary examination will be prepared, and the work valued by the Civil Service Commissioners. The examination will be conducted by a board consisting of two British officers (assisted by an educated native of the country the language of which forms the subject of the examination). First class interpreters in the language of examination will be detailed where possible, and in the event of no air

Digitized by Google

force or military officer with a sufficient knowledge of the language to conduct the examination being available, a responsible officer of the civil administration may be put on the board. For the preliminary examination in Arabic, Persian and Turkish held in Iraq, Palestine, Trans-Jordan, Aden or Egypt, the two British officers will be detailed from those serving with the British forces, or from those attached to the local forces; the educated native will be a native officer of the local forces.

2. The British officers will allot marks for the oral examination, which will be carried out through the medium of the foreigner or native. The latter will read out the dictation and extempore translation from the foreign language. The board will confer with the foreign or native assistant prior to the examination, in order to settle the lines on which the oral part of the examination shall be conducted. Subjects for conversation and other materials mentioned in the syllabus for the oral examination will be agreed on at this conference. In this connection the board will read the instructions contained on the oral marks sheets supplied for the examination.

3. The officer convening the board will furnish the president with a nominal roll of the candidates. No person whose name is not mentioned on the roll will be permitted to be examined. No deviation from the order of examination will be permitted, and the strictest care will be taken to prevent the time allotted to each subject being exceeded in any circumstances.

4. Candidates, on the day on which they attend for examination, will report themselves half an hour before the time fixed for its commencement, for the purpose of being identified, to receive and sign for their index numbers, and also to be allotted to their seats by the board.

5. For the written examination, candidates will be placed at least six feet apart, and no candidate will be examined in any subject except at the time specified.

6. The board will, as indicated in clause 4, assign the seats of candidates in order of index numbers. Each candidate will occupy the same seat throughout the examination, unless otherwise ordered by the board, who may make any necessary subsequent change.

7. The seals on the packets containing the examination papers will not be broken by the president of the board until the time fixed for examination in the subject concerned, and then only in the presence of the candidates.

8. The officers constituting the board will be present during the entire examination, unless compelled to absent themselves temporarily for some special purpose. At least one member, however, must be present in the examination room the whole time.

9. At the commencement of the examination the president of the board will read out the certificate mentioned in clause 17 (*b*) to the candidates, and will inform them that they will be required to furnish the certificate at the close of the examination.

10. The index number assigned to each candidate must be recorded plainly upon each A.M. Form 681 (Examination answer book).* The

* The president of the board will ascertain, before the commencement of the examination, that a sufficient supply of A.M. Form 681 has been sent to the examination room.

Digitized by Google

number of books used in any one subject will be stated in the space provided for that purpose. Separate books will be used for the work of the different sub-heads of the syllabus. The name of a candidate under examination will on no account appear on his worked papers.

11. Candidates will not be permitted to speak to each other or to communicate with any person in the room, except with a member of the board, and, with that exception, strict silence will be observed in the examination room.

12. Any candidate detected in the examination room in the improper possession of a book or manuscript brought with him for his assistance, or in copying from the papers of another candidate, or in permitting his own papers to be copied, or in attempting to give or receive assistance of any description, will be disqualified; his examination will be discontinued and the circumstances reported.

13. Candidates may not leave the room during the hours of examination without finally giving up their papers. No candidate will be allowed to leave within the first half-hour.

14. The examination papers will be distributed, and the replies collected, by a member of the board at the appointed hours. Any candidate, however, who may have finished his replies on any subject before the hour named, may deliver them to a member of the board. During the oral examination only the members of the board and one candidate at a time will be in the examination room, and only members of the board will be within hearing of the candidate.

15. (*a*) At the close of the examination, the board will see that all papers handed in by each candidate are marked with the correct index numbers, and will at once place them, unfolded, in large envelopes, which will then be secured, sealed, and marked as follows:—

Subject.....

Station.....

Signature of president of board.....

(*b*) Each envelope will contain a list of the index numbers (without names) of the candidates whose papers are in it. This list will be signed by a member of the board, and no other papers will be placed in the envelope.

16. The president will not allow the envelopes out of his own possession, but he will, after ascertaining that they are securely fastened and sealed, post them himself to the Secretary, Civil Service Commissioners, Burlington Gardens, London, W.1., by registered letter post, as soon as possible.

16A. At the conclusion of the examination the president will, in accordance with the instructions issued to him by the Civil Service Commissioners, forward the following and any other documents referred to in those instructions direct to the Secretary, Civil Service Commissioners, Burlington Gardens, London, W.1.:—

(*a*) A list showing the marks allotted by the board for the various subjects in the oral examination.

(*b*) Attendance list duly completed by the board.

(*c*) Address forms completed by the candidates.

Digitized by Google

17. The proceedings of the board will be recorded on Form 2 and forwarded to the air or other officer commanding for transmission to the Air Ministry, accompanied by the following certificates and documents:—

(*a*) A certificate that the prescribed order of examination was strictly observed, that a member of the board was present during the entire examination, and that none of the candidates received any improper assistance during the examination.

(*b*) A certificate, written and signed by each candidate, that he has not given or received any improper assistance during the examination.

When transmitting the above, the air or other officer commanding will enclose a statement showing the names of any candidates not already notified to the Air Ministry, who have been permitted to withdraw from the examination, or whose names have been added to the list of those permitted to attend.

418. Awards for Dutch, French, German, Italian and Spanish.—The following lump sum payments will be made to officers who qualify in accordance with the rules laid down herein:—

	Dutch.	French.	German.	Spanish.	Italian.
2nd class interpreter ..	£25	£12	£25	£25	£25
1st class interpreter ..	£50	£50	£50	£50	£50

2nd class interpreter on qualifying as 1st class:—The difference between £50 and the award already received.

1st class interpreter on requalification as such, at intervals of not less than three years:—£12 10*s*.

419. Awards for Arabic, Hebrew, Kurdish, Persian, Syriac, Turkish, Swahili and Malay.—1. Awards of £15 each to officers and £10 each to airmen (including warrant officers and flight sergeants) will be granted, to officers and airmen who pass the colloquial test in Arabic, Hebrew, Kurdish, Persian, Syriac, Turkish or Swahili, and are eligible under the conditions laid down in paras. **404, 410** and **411.** The annual allotment of awards will be 18 for officers and 17 for airmen, but the proportion as between officers and airmen may be varied in any year at the discretion of the Air Council. Officers and airmen who have received an award for passing a preliminary language examination will not be eligible for the colloquial award in that language.

1A. Not more than 4 awards of £15 each will be granted each year to officers and airmen serving in the Far East Command who pass the colloquial test in Malay and are eligible under the conditions laid down in paras. **404** and **410.**

2. Awards not exceeding six in all will be granted each year to officers, warrant officers and flight sergeants who pass highest in the preliminary examinations in Arabic, Kurdish, Persian or Turkish, and are eligible under the conditions laid down in paras. **404, 410** and **411.** The awards will be £20, except for officers or airmen who have already received an award for passing the colloquial language test in the language concerned, when the award will be £10 only.

Digitized by Google

3. The allocation of awards between the languages referred to in clauses 1 and 2 will be at the discretion of the Air Council, and the award may be withheld if in the Council's opinion a sufficiently high standard at the examination has not been attained in any particular case. The awards for each year will be made when the results of the January examinations are announced.

4. The following lump sum payments will be made to officers who qualify as interpreters in Arabic, Kurdish, Persian and Turkish in accordance with these regulations:—

(*a*) 1st class interpreter	£60
(*b*) 2nd class interpreter	£30
(*c*) 2nd class interpreter qualifying as 1st class	£30
(*d*) 1st class interpreter on requalification as such at intervals of not less than three years..	£15

420. Awards for Japanese and Chinese.—Officers sent for the special course of study in Japan or China will receive the following awards provided they attain the necessary standard of proficiency:—

(*a*) £75 at the end of each year on qualifying at the examinations referred to in para. **415,** subject, as regards the last year of study, to qualifying as 2nd class interpreter.

(*b*) An additional award of £25 to officers who qualify as 1st class interpreter.

(*c*) On requalifying after an interval of not less than three years, £50 for requalifying as 1st class interpreter, or £25 for requalifying as 2nd class interpreter.

421. Awards for Russian.—1. The award for passing the preliminary examination in Russian is £10. One award only is payable each year.

2. The following lump sum payments will be made to officers who have taken the language leave and who subsequently qualify as interpreters in Russian in accordance with these regulations:—

2nd class interpreter	£40
1st class interpreter, if 2nd class award has not been received	£80
2nd class interpreter on qualifying as 1st class	£40
1st class interpreter on requalification as such at intervals of not less than 3 years	£20

422. Method of Payment.—1. The pay of officers proceeding to Japan or China under para. **415** to study the language will be issued through the appropriate R.A.F. agents. If the officer is in local payment he will be transferred to the payment of the agents for the period of his stay in Japan or China. Allowances will be issued under arrangements made by the Air Ministry.

2. The awards to an officer under paras. **418** to **421** will be issued by the agents or accountant officer issuing pay.

3. The awards to an airman under para. **419,** clauses 1 and 2, will be paid by the accountant officer on whose pay ledger the airman is borne.

4. Payment will be made only on specific Air Ministry instructions.

Digitized by Google

423. *Deleted.*

424. Officers Qualified in Previous Service.—An officer who qualified as interpreter during his previous service in the R.N., Army or R.M., will be shown in the *Air Force List* as a qualified interpreter without further examination provided that not more than three years have elapsed since such an officer last qualified or requalified. If more than three years have elapsed since such an officer last qualified or requalified he may apply to be re-examined, and, on requalification, will receive the awards laid down in paras. **418** to **421** in respect of requalification, provided that he fulfils the normal conditions of eligibility.

425. Effect of Retirement, etc.—Should an officer, who has qualified for, and received, any of the awards referred to in paras. **418** to **421,** be permitted to retire, resign, or withdraw within three years of so qualifying (or six months in the case of awards granted in respect of colloquial tests), he will be required to refund—(*a*) the difference between half-pay, scale B, and the full pay received by him during his period of study abroad, and (*b*) the award made to him on qualifying, or (*c*) such proportion of either or both amounts as the Air Council may decide. An officer selected to study Japanese or Chinese may, in addition, be required, at the discretion of the Air Council, to refund all costs of passage and the amount of any allowances drawn by him in respect of the period of his residence in Japan or China and (in the case of an officer selected to study Japanese) of his attachment to the Japanese Army.

426. Travelling Expenses.—An officer or airman attending an examination in a foreign language will be allowed travelling expenses (but not passages, except as provided in this section) only if he qualifies or requalifies as an interpreter (*see* para. **3013** (*l*) and (*m*)).

427. Officers and Airmen in India.—1. Officers and airmen serving in India are eligible to attend the examinations in Indian languages, and on qualification to receive the awards authorised therefor, under the provisions of the Indian regulations relating to the study of foreign languages.

2. Officers eligible under these regulations may also take the French and German examinations and on qualification will receive the awards authorised in para. **418.**

SECTION IV.—EDUCATION GENERALLY.

428. R.A.F. Educational Service.—The educational staff is constituted on a purely civilian basis, all its members having officer status, and is known as the R.A.F. Educational Service. It is organised under the Director of Educational Services in four grades, viz.:—Principal education officer; education officer, grade I; education officer, grade II; and education officer, grade III; and in addition there are at present three special appointments, viz., the Professors of Aeronautical Science and of English and History at the R.A.F. College and the Secretary of the Air Force Officers' Employment Association.

Digitized by Google

434. Extent of the Service.—The educational services provided for the R.A.F. may be classified as follows:—

(*a*) Colleges, schools and establishments for training:—

(i) At the R.A.F. College.—Instruction to flight cadets in aeronautical science and general studies (*see* para. **378**).

(ii) At the schools for officers specializing in signals, armament and engineering.—Instruction in such subjects as mathematics, drawing and technical science bearing on the course and in preparation for the higher courses at Cambridge University, the Imperial College of Science, London, and the Royal Aircraft Establishment, Farnborough (*see* para. **375B**).

(iii) At the aircraft apprentices' schools.—Instruction to apprentices in mathematics, drawing and general studies, and in the scientific principles underlying the various trades (*see* Chapter X, Section II).

(iv) At the apprentice clerks' school.—Instruction in mathematics, general studies, book-keeping and the elements of accountancy.

(v) At the schools of technical training (men) for the mechanical and electrical trades.—Courses of technical education bearing directly on the work of the various trades.

(vi) At establishments for the training of boy entrants.—Courses of technical education bearing on the trades.

(vii) At the Depôts.—A preliminary course for recruits.

(*b*) R.A.F. stations:—

(i) At all stations at home and abroad and for personnel serving in aircraft carriers.—A general education scheme affording facilities for officers and airmen in preparation for service courses and examinations and for other education (*see* para. **435**).

(ii) At certain stations overseas.—Schools for the education of airmen's children.

435. General Education Scheme.—The main needs which the scheme is intended to meet may be summarised as follows:—

(*a*) Assistance to officers and airmen in the study of subjects of an educational character bearing directly on service requirements, e.g. history, imperial geography, and essay writing for the Staff College entrance examination or promotion examinations; mathematics, engineering science, and drawing for the examination for the award of permanent commissions to short service commission officers or for specialist courses; English, calculations, and map-reading for airmen's promotion examinations, etc.; the scientific principles underlying the practical work of the several trades, trade calculations, the reading of drawings, etc., for men preparing for trade tests.

(*b*) Education in a wider sense tending to raise the level of general intelligence and to develop those qualities of mind and

Digitized by Google

character which go to form an efficient disciplined force under modern conditions; practice in self-expression with a view to clear thinking and accurate statement; general reading and study for self-development; the study of modern world problems.

(*c*) The provision of library facilities for students.

(*d*) Assistance to officers and airmen wishing to prepare for employment in civil life. (The educational scheme does not include instruction in handicraft.)

(*e*) The development among N.C.Os. of the ability to give instruction.

(*f*) The oversight of the arrangements for the education of airmen's children.

436. Organisation.—The general arrangements for the organisation and control of the educational services are as follows:—

(*a*) At the Air Ministry.—The Director of Educational Services in general charge of the scheme, with the assistance of a small staff for purposes of inspection, examinations, and general administrative control.

(*b*) At the headquarters of the principal commands.—A command education officer whose duty it will be—

(i) to advise the air or other officer commanding in all educational matters;

(ii) to keep the Director of Educational Services in touch with the educational activities and requirements of the command, so as to ensure that the staff and machinery of the educational scheme as a whole are used to the best advantage;

(iii) to organise and co-ordinate the educational work (including the arrangements for educational examinations) of the command, to supervise and report upon as requisite the work of station education officers and to ensure that the special qualifications of each of them are made available not only on his own station but as far as possible for the benefit of the command as a whole;

(iv) to administer the sum placed annually at the disposal of the air or other officer commanding for the payment of part-time teachers and for other authorised expenditure (*see* para. **451**);

(v) to undertake the responsibility for the general oversight of the arrangements for the provision, care and use of educational supplies of all kinds (books, furniture, stationery, scientific apparatus, etc.), for station reference libraries, and for educational accommodation;

(vi) to oversee and generally to interest himself in the arrangements for the education of airmen's children.

(*bb*) At the colleges, schools and establishments for training.—A staff of education officers for instructional purposes, under a professor or a principal or senior education officer.

(*c*) At the headquarters of the smaller commands.—A command education officer who, in addition to undertaking the administrative

Digitized by Google

duties for the command, will act as *station education officer for the station at which the headquarters are situated.

(*d*) At each air force station (or, in certain cases, group of stations), a *station education officer, whose duty it will be—

(i) to advise the C.O. on educational matters;

(ii) by personal knowledge of officers and airmen, to ascertain as fully as possible what the educational needs of the station are, and to interest himself generally in the life and work of the station;

(iii) to make himself acquainted with local educational resources such as local teachers or service personnel willing to undertake part-time instruction, classes under the local educational authorities, and library facilities;

(iv) to prepare from time to time for due consideration of the C.O. the best programme he can to meet the needs of the station;

(v) to undertake personally as much as possible of the instructional work, making use of external assistance only where this is clearly necessary to supplement his own resources and after the requisite authority has been obtained;

(vi) to be available at certain fixed hours in the education office to give advice and assistance on educational matters;

(vii) to be responsible for the proper use and care of the educational accommodation provided, for educational supplies of all kinds, and for the station reference libraries;

(viii) to be responsible for arrangements being made for the conduct of educational examinations;

(ix) to oversee and generally to interest himself in the arrangements for the education of airmen's children.

437. Responsibility for Educational Work.—1. The responsibility for the education of officers and airmen will rest with the air or other officer commanding the command, station or unit concerned.

2. The senior education officer of the command or station will act as adviser on educational matters to the C.O. to whom he will be directly responsible and to whom he will have direct access as requisite on all suitable occasions.

438. General Character of the Scheme.—1. The general education scheme is organised on a voluntary basis, but the C.O. may make attendance compulsory in any particular case where he considers this to be necessary for service efficiency. An airman who volunteers to attend a course and obtains permission to do so will attend as a duty and will not be withdrawn except with proper authority.

2. The scheme will aim primarily at the development of a system of personal, guided study as distinct from regular class work. Class attendance, however, must continue for certain purposes, particularly in connection with the more elementary subjects of instruction.

* The station education officer will also serve as a member of the station recreational library committee (*see* para. **881**). (*See also* para. **2242** as to disposal of surplus books.)

Digitized by Google

439. Attendance in Service Time.—Where courses are held for specific service purposes (e.g. preparation for promotion tests), C.Os. will arrange for the attendance of airmen during working hours; and so far as is practicable they will give similar facilities for other courses which have a definite service application. For each hour thus granted in service hours airmen will be expected to give at least an equal period in their own time either to class work or to private study.

440. Education Officers—Miscellaneous Duties.—All education officers, whether employed under the general education scheme or not, may be called upon to undertake in addition to their particular duties a share of the general duties of the scheme such as examination work, the preparation of tutorial courses, assistance to individual students by correspondence, investigation of educational problems, &c.

441. Official Correspondence.—1. Education officers will observe the normal procedure in regard to official correspondence (e.g. reports, applications for leave, demands for educational supplies, &c.) which will be submitted through the senior education officer, if any, to the air or other officer commanding.

2. On technical matters, however, and in regard to the general working of the scheme, such as the arrangements for the preparation of examination question papers, the marking of candidates' answer papers, and the preparation of tutorial courses, the Director of Educational Services will communicate direct as requisite with any education officer concerned, as also will the command education officers so far as their particular responsibilities render this necessary.

442. Instruction (other than by Education Officers).—In addition to the instruction given by education officers personally, the following resources are available to provide further educational assistance, viz., part-time teaching staff, service, including airman schoolmasters (*see* para. **3455**), or civilian; occasional lectures; tutorial courses; courses held under local education authorities; courses conducted by external correspondence institutions. The regulations under which such services may be arranged are stated in paras. **443** to **447.**

443. Part-time Teachers.—1. To airmen employed as part-time teachers, payment may be made as follows for a complete course of ten to twelve lessons of from one to two hours' duration each, each payment to include the preparation of test papers, the correction of written work, and the giving of personal guidance to students where necessary:—

(*a*) For elementary courses, corresponding to the first year courses in evening classes at a local technical school and including courses of preparation for the educational test for reclassification as leading aircraftman, a sum not exceeding 40*s*.

(*b*) For intermediate courses, corresponding to the second year courses in evening classes in a local technical school and including courses of preparation for the educational test for promotion to the rank of sergeant and for Part I of the higher education test, a sum not exceeding 40*s*.

(*c*) For advanced courses, corresponding to the third year courses in evening classes in a local technical school and including a course of preparation for Parts II and III of the higher education test, a sum not exceeding 60*s*.

Digitized by Google

2. Payments to part-time civilian teachers employed under this scheme will normally be made on the basis of a complete course of from ten to twelve lessons, such payments to include the preparation of test papers, the correction of written work, and the giving where necessary of personal guidance to students. *The rate of payment will be that payable by the local education authority of the area for work of a similar standard and character. Where expenses are necessarily incurred by a part-time civilian teacher in travelling between his place of residence and the air force station and where the services of some other suitable teacher residing nearer the station cannot be obtained—

(*a*) a refund of such travelling expenses may be made in respect of railway (third class), tram or omnibus fares, subject to a maximum of 2*s*. per visit;

(*b*) if no public means of transport is available and the teacher resides more than two miles from the air force station, a payment at the rate of 2*d*. per mile, subject to a maximum of 2*s*. per visit, may be made;

(*c*) no liability for payment in excess of the maximum of 2*s*. may be incurred without prior Air Ministry authority.

3. Station education officers when submitting proposals for the engagement of part-time staff will forward for the information of command headquarters particulars of the qualifications of the person concerned for the work to be undertaken and, in the case of civilians, full particulars of the local rates. In the case of airmen preference will be given to those who are in possession of the R.A.F. educational certificate or have passed a part or parts of the higher education test.

444. Occasional Lectures.—1. Occasional lectures (as apart from class instruction) on subjects of an educational character may be arranged under this scheme and expenditure incurred in respect of them in accordance with the following clauses.

2. Such lectures will be arranged as far as possible on some organised plan with a definite aim, e.g. to arouse interest in some particular line of study; to provide authoritative information in regard to a subject in which courses of instruction are being, or will be, held; to give officers and airmen information in regard to openings in civil life for which they may prepare by reading and study while still in the service.

3. In cases where the arrangements are not made by command headquarters, the prior sanction of that headquarters must be obtained to cover both the fee for the lecture and any incidental expenditure such as travelling expenses, transport, subsistence, the hire of lantern slides, &c.

4. Before sanction for the engagement of a lecturer is given, steps will be taken to ensure that the fee proposed is reasonable, having regard to the qualifications and standing of the lecturer, the total number of lectures to be given, time spent in travelling, &c.

5. The total cost per lecture, including rail fares (1st class) and the incidental expenses referred to in clause 3 above, must not exceed £5 without prior Air Ministry sanction. (Service transport may be provided for the use of occasional lecturers, subject to the provisions of para. **1952.**)

* Modified rates of payment and certain special conditions are attached to the employment as part-time teachers under the general education scheme of all civil servants both established and unestablished.

Digitized by Google

6. The rates of travelling allowance approved for salaried civilians employed under the Air Ministry will be taken as a guide for the purpose of assessing reasonable rates of out-of-pocket expenses.

445. Tutorial Courses.—1. Tutorial courses are designed—

(*a*) to meet the needs of those students for whom suitable instruction cannot otherwise be arranged or for whom class attendance is not appropriate or who, owing to service exigencies, are ordinarily unable to attend for regular class instruction, and

(*b*) to assist the station education officer when dealing with a number of students at different stages or with more than one class at a time.

2. Each tutorial course (consisting as a rule of about 16 lessons) is based on some standard text-book and aims at giving the student guidance in the study of the text-book and in further reading; it also provides notes dealing with points of special difficulty, and numerous exercises for which the answers or worked solutions are given in the succeeding lesson.

3. Any student following one of these tutorial courses will do so under the supervision of the station education officer, to whom he will bring his written work at regular intervals.

4. Except for such modifications as may be found necessary to meet special cases, the courses will be conducted on the following lines:—

(*a*) An officer or airman wishing to take up a course of study by means of a tutorial course will apply to the station education officer.

(*b*) The station education officer will first satisfy himself, in a personal interview, that the applicant has the necessary preliminary knowledge to profit by the course, and, if he decides to issue the course, will arrange a programme of work and regular times at which the student will report to him. He is expected to take a direct and personal interest in the student's work and progress, and, where he is not himself in a position to deal with the particular subject, to arrange for the requisite assistance to be given by someone else. Where this cannot be done by the means at his disposal locally he will apply for assistance to the command education officer.

5. The station education officer will ensure that every care is taken of the lessons loaned to students and that any instructions that may be issued in regard to the return of the lessons are strictly observed. A careful record will be kept showing, for each tutorial course, the number of copies received by the station education officer, the name and rank of any student to whom a lesson is issued (with the serial number of the lesson), the date on which it is issued and that on which it is returned.

6. Tutorial courses which become unserviceable through ordinary wear and tear, or which have been lost or damaged, will be dealt with in a similar manner to that prescribed for books and publications in para. 2287, clauses 7 to 10. The courses are supplied in complete sets only and the loss of two lessons or more from a set will necessitate the recovery of the cost of the whole set from the individual responsible for the loss. The prices to be used in assessing losses will be published in A.M.Os. from time to time.

Digitized by Google

446. External Courses under a Local Education Authority.—1. Airmen may be assisted to attend courses arranged by local education authorities and similar bodies, as follows:—

Where courses provided by a local education authority are available within reasonable distance of a station, attendance of airmen may be permitted under the following conditions:—

(i) The course must be suitable in itself and of a character coming within the scope of the educational scheme. It must also be such as cannot be provided on the station.

(ii) The approval of command headquarters must be obtained in advance in respect of any fees payable and of the use of service transport, if necessary.

2. The fee for the course will be paid in the first instance by the airman, but will be refunded at the end of the course on the production of sufficient evidence to enable the account to be vouched as required by para. **451,** clause 4, provided that in no case, without Air Ministry sanction, shall the amount of the fees recoverable by any airman in respect of external courses of any kind (*see also* para. **447**) exceed £3 in any one financial year.

3. Service transport may be used for conveying air force personnel to and from local educational institutions as provided for in para. **1054,** clause 4 (*c*). Approval for the use of the transport must be obtained from command headquarters at the same time as approval for attendance at the course or courses concerned is given.

447. External Correspondence Courses.—1. An airman may be assisted as described below to take a course of instruction with an educational correspondence institution, subject to the following conditions:—

(*a*) that the approval of command headquarters is given before the course is entered upon;

(*b*) that the correspondence institution is known to be reliable;

(*c*) that the subject of instruction properly falls within the scope of this scheme and cannot be provided from local resources;

(*d*) that the station education officer of the station at which the airman is taking the course satisfies himself from time to time that the course is being conducted in a satisfactory manner, that the airman is devoting a reasonable amount of time to it and is making satisfactory progress.

2. The fee for the course will be paid in the first instance by the airman, but will be refunded to him on production of sufficient evidence to enable the account to be vouched as required by para. **451,** clause 4, provided that in no case, without Air Ministry sanction, shall the amount of the fees recoverable by any airman in respect of external courses of any kind exceed £3 in any one financial year, and, in the case of a correspondence course, that the above conditions have been complied with in respect of the portion of the course completed during the year. Further refunds may be made in subsequent years under similar conditions.

448. Advance of Fees.—In the event of an airman experiencing difficulty in finding the fee for an approved course either under a local education authority or with an educational correspondence institution,

Digitized by Google

the whole or part of the fee may be advanced at the discretion of the C.O. Subsequent cash payments will be restricted until recovery of the advance by instalments has been effected.

449. Aircraft Carriers—Education of R.A.F. Personnel.—1. The extent to which schoolmasters, R.N., are to assist in the instruction of R.A.F. personnel serving in aircraft carriers is laid down in Chapter XLI, King's Regulations and Admiralty Instructions, which directs that schoolmasters, R.N., serving in aircraft carriers are to render, as part of their ordinary duties, the following assistance in the education of R.A.F. personnel when embarked:—

(*a*) The schoolmaster will supervise the distribution of tutorial courses, and assist pupils when necessary during courses. The correction of the work done will generally be carried out by the R.A.F. education officer of the station, but the schoolmaster will be responsible for this correction when no such education officer is in the vicinity.

(*b*) The schoolmaster will communicate, through the C.O. of the carrier, with Headquarters, Coastal Command (or other appropriate R.A.F. authority) in regard to any difficulties encountered and/or confer personally with command or station R.A.F. education officers. The latter may visit carriers in port as requisite for this purpose and may also hold classes on board, if so desired by the C.O.

(*c*) The schoolmaster shall be available to give assistance and advice to the supervising officer, who will be a commissioned officer of the R.A.F., at examinations when required to do so, on the lines indicated for naval ratings' examinations in King's Regulations and Admiralty Instructions, Articles 1484–5.

(*d*) All duties in connection with R.A.F. libraries will be performed by a R.A.F. officer, delegated by the senior R.A.F. officer, but the schoolmaster is to give advice and assistance when called upon to do so.

2. The above instructions apply only to aircraft carriers which are allowed a schoolmaster by complement. Where an acting schoolmaster is borne under the conditions laid down in Article 1485, King's Regulations and Admiralty Instructions, he would necessarily be able to assist, as required, only in a minor degree, but should render such assistance as may be possible.

450. Register of Attendances.—A register of the attendances of students for instruction, either in classes or individually, will be kept on Form 1399, as follows:—

(*a*) The teacher taking the course is responsible for ensuring that the records made in the register are entered promptly and correctly.

(*b*) All entries are to be made in ink without erasure. If any correction is necessary, it should be done in such a manner that the original entry and the alteration are both clear on the face of the register.

(*c*) The following marks only are to be used: Present /; absent —on duty (D); on leave (L); on account of sickness (S); reason not known /o.

Digitized by Google

(*d*) On the completion of the course, the total attendances of each student and the grand total are to be entered in the appropriate column.

(*e*) If any student fails to complete the course, the reason is to be entered in the column headed "Remarks."

(*f*) The main outline of the syllabus of instruction for the course is to be given in the space provided on the front page of the form.

(*g*) A detailed record of the part of the syllabus actually taken at each meeting of the class is to be entered regularly on the last page of the form.

(*h*) A separate register is to be kept for the attendances of students who attend for individual guidance and study and not as part of a class. In place of the presence mark, the date on which the attendance is made is to be entered, thus—17.2.32.

(*i*) The station education officer is responsible for examining from time to time the attendance registers of classes taken by part-time teachers and for the safe custody of the register after the course is completed.

(*j*) All attendance registers are to be retained at the station for at least five years.

451. Finance and Accounting Instructions.—1. At the beginning of each year authority will be given to the several commands to incur expenditure on educational services up to a prescribed amount. These services will include—

(*a*) the fees of airmen attending approved courses of instruction at local educational institutions;

(*b*) the fees of airmen taking approved courses with educational correspondence institutions;

(*c*) the fees, travelling expenses, and other incidental expenses of occasional lecturers;

(*d*) payments to air force personnel employed as part-time teachers;

(*e*) payments, including travelling expenses, to civilians employed as part-time teachers;

(*f*) *deleted*;

(*g*) such other services as may be specifically approved by the Air Ministry.

2. No expenditure may be incurred at any station until the authority of command headquarters on the recommendation of the command education officer has been given.

3. Services duly authorised will be paid by the accountant officer of the unit at which the airman is serving, or, in the case of part-time teachers, occasional lecturers, etc., the unit at which the service was performed. Vouchers will be clearly marked "Educational Allotment .....Command," and payments will be notified to command headquarters for the purpose of maintaining the record required to be kept under clause 6. In the event of an airman being posted to India before completion of an external correspondence course, the Indian authorities will be furnished with a copy of the command headquarters' authority for the commencement of the course, and on satisfactory completion of the course the Indian authorities will furnish the relative command with

Digitized by Google

the information required under para. **447**, clause 2. If the airman was posted from Iraq, settlement with the Indian authorities will be effected by that command; in the case of postings from other commands to India the requisite documents will be forwarded to the Air Ministry for necessary action and command headquarters notified for the purpose of maintaining the record required to be kept under clause 6.

4. Claims for refund of fees in respect of approved courses will be made by the airman concerned and will be supported as required under para. **446**, clause 2, or para. **447**, clause 2. Payment will be made through the unit cash account and will be vouched by (*a*) a copy of the command headquarters' authority to take the course, (*b*) the report as to satisfactory completion of the course, (*c*) a certificate by the unit that the receipt for the fee in respect of the course amounting to £..*s*...*d*. has been inspected, and (*d*) proof of payment. Payments to occasional lecturers will be supported in the cash account by a copy of the authority for the lecture, and proof of payment. Payments to part-time teachers (whether air force personnel or civilians) will be vouched in the cash account by Form 509; payments to women teachers in schools for airmen's children, and in respect of other specifically approved services will be supported by a reference to the authority for employment, etc., and proof of payment.

5. The responsibility for administering the expenditure correctly will rest, in the first instance, with the command education officer.

6. A record of all payments authorised will be kept by command headquarters for administrative control and to ensure that the authorised allotment is not exceeded.

7. A statement of expenditure for the year ending 31st March will be rendered by command headquarters so as to reach the Air Ministry not later than 15th May. This statement will show separately the amounts actually paid during the period and the amounts authorised but not yet paid under each of sub-clauses (*a*) to (*g*) of clause 1 for each station as well as the total for the command.

452. Reports.—1. A report for the year ending 31st May will be rendered annually on Form 1398 for each station. These forms will be forwarded through the usual channels so as to reach the Air Ministry not later than 15th September.

2. An annual general report for the same period will be rendered by command headquarters to reach the Air Ministry not later than 15th September. The general report should sum up for the command as a whole and supplement where necessary the information given in the Forms 1398 and should indicate in a reasonably comprehensive manner the progress of the work in the command during the year, drawing attention to any developments or difficulties that are specially noteworthy.

453. Educational Test for Reclassification as Leading Aircraftman.—1. Before an airman can be permitted to take the trade test for reclassification to leading aircraftman or promoted to the rank of corporal, he must have passed this educational test, unless exempted therefrom (*see* para. **434**, clauses 3 and 4) on any of the following grounds:—

(*a*) That he has previously served as a commissioned officer of the Navy, Army or Air Force.

(*b*) That he has obtained the Army second class certificate of education.

Digitized by Google

(*c*) That his certificate of service has been endorsed on his passing out of one of the training establishments for aircraft apprentices, apprentice clerks, boy entrants or other airmen, so as to indicate that he has qualified educationally for reclassification as leading aircraftman.

2. To be eligible to take the examination, an airman must receive the approval of the C.O. and must—

(*a*) *deleted*;

(*b*) have completed satisfactorily within the twelve months preceding the date of the examination a preparatory course of instruction conducted by (or under the supervision of) the station education officer, unless specially exempted from this condition by the C.O. on the recommendation of the station education officer; and

(*c*) be certified by the station education officer as having a reasonable chance of passing the examination.

3. The examination will be held on the last Tuesday in April and the first Tuesday in December. If, however, this day immediately follows a bank holiday, the examination will be held on the Tuesday next following.

4. If there are adequate reasons for holding an examination at a station on any date other than those laid down in clause 3 above, application to hold a special examination will be made to the Air Ministry through the usual channels. If the reasons are considered sufficient an examination may be arranged accordingly. The question and other requisite papers will be issued from the Air Ministry.

5. The general arrangements for the examination will be a matter for command headquarters, the command education officer being responsible for the organisation within the command. Local arrangements will be a matter for the subordinate commands concerned.

6. The necessary question papers will be forwarded by the Air Ministry in sealed packets, so as to reach command headquarters not later than two weeks before the date of each examination, for distribution to examination centres in the command as requisite. Supplies of the answer books to be used for the examination (R.A.F. Form 405B or 405C as requisite) will be demanded by units on Form 294.

7. The C.O. of a station at which the examination is held will detail a serving officer to be present as supervising officer to take charge of the examination centre and will provide such additional assistance as may be necessary to ensure adequate supervision.

8. Arrangements are to be made for an education officer to be in attendance to deal with any technical questions that may arise and to conduct the oral test. If no education officer is available an air force officer is to be specially detailed by the C.O. to conduct the oral parts of the examination. (A schedule, which should be signed by the officer conducting the test, showing the marks awarded to the candidates for the oral test is to be forwarded with the candidates' papers.)

9. The papers of candidates will be marked by the educational staff of the command, under arrangements made by the command or other senior education officer. Instructions as to the allocation of marks will be issued from the Air Ministry.

Digitized by Google

10. Except in commands abroad in which only one education officer is appointed, no education officer will be responsible for the marking of the written papers of candidates from any station to which he is attached.

11. Results will be issued from command headquarters in alphabetical order in three classes, namely:—

Class A (pass with credit)—not less than 50 per cent. of the marks in each subject, and not less than 75 per cent. of the total marks;

Class B (pass)—not less than 50 per cent. of the marks in each subject, but less than 75 per cent. of the total marks;

Class C (fail)—less than 50 per cent. of the marks in any subject.

12. A copy of the result lists, showing the official number, rank, name and trade of each candidate, is to be forwarded direct to the Officer i/c Records, not later than one calendar month after the date of the examination; and a summary of the results in the command is to be forwarded to the Air Ministry as soon as possible, showing (by stations) the number of candidates in Class A, Class B and Class C respectively. The result, together with the place and date of the examination, will be promulgated on casualty forms and any necessary entries made on each candidate's certificate of service.

13. Additional regulations, including the subjects and syllabus and instructions for supervising officers, are issued direct from the Air Ministry to commands.

454. Educational Test for Promotion to the Rank of Sergeant.—1. Before a corporal can be promoted to the rank of sergeant (paid), he must have passed this educational test (*see* para. **490,** clause 2(*f*)) unless exempted therefrom on any of the following grounds:—

(*a*) That he has previously served as a commissioned officer of the Navy, Army or Air Force.

(*aa*) That he is in possession of the Army first class certificate of education.

(*b*) That he is in possession of the R.M. first class certificate of education, or the Army second class certificate of education. In all cases the certificate must have been obtained prior to 8th May, 1924, except that in the case of airmen of the medical branch the Army second class certificate will be accepted if it has been obtained as the result of any examination held prior to 1st August, 1925, while they were under training at an Army medical training centre.

(*c*) Any exemption to which an airman is entitled under this provision will be granted under the authority of the C.O. and will be promulgated on casualty forms and recorded on the airman's certificate of service.

2. To be eligible to take the examination an airman must have received the approval of his C.O. and must—

(*a*) have reached the rank of corporal (*Note.*—An acting corporal is not eligible);

(*b*) have completed satisfactorily within the twelve months preceding the date of the examination, a preparatory course of instruction conducted by, or under the supervision of, the station education officer, unless specially exempted from this condition

Digitized by Google

by the C.O. on the recommendation of the station education officer; and

(*c*) be certified by the station education officer as having a reasonable chance of passing the examination.

3. The examination will be held on the second Tuesday in May and December. If, however, this day immediately follows a bank holiday, the examination will be held on the Tuesday next following.

4. The general arrangements for the examination will be a matter for command headquarters, the command education officer being responsible for the organisation within the command. Local arrangements will be a matter for the subordinate command concerned. Form 1205 will be completed in respect of each candidate and forwarded to the Air Ministry, in the case of home commands with the answer books, and in the case of oversea commands with the result list. Supplies of the answer books to be used for the examination (R.A.F. Form 405A, 405B, or 405C as requisite) will be demanded by units on Form 294.

5. The necessary question papers and ordnance survey maps will be forwarded by the Air Ministry in sealed packets, so as to reach command headquarters not later than two weeks before the date of each examination, for distribution to examination centres in the command as requisite.

6. The C.O. of any station at which the examination is held will detail a serving officer to be present as supervising officer to take charge of the examination centre, and will provide such additional assistance as may be necessary to ensure adequate supervision.

7. Arrangements are to be made whenever possible for an education officer to be present to deal with any technical questions that may arise.

8. The answer papers of candidates in home commands will be marked under arrangements made by the Air Ministry and those of candidates in overseas commands under arrangements made by the appropriate command headquarters, except that papers of candidates in the Far East Command will be forwarded for marking to the India Command and those of candidates in the Aden and Mediterranean Commands to the Middle East Command.

9. Results will be issued from the Air Ministry in the case of candidates in home commands and from the headquarters of the India, Iraq and Middle East Commands in the case of candidates whose papers are marked in those commands. The results will be issued in alphabetical order in three classes, viz.:—

Class A (pass with credit)—not less than 50 per cent. of the marks in each subject, and not less than 75 per cent. of the total marks.

Class B (pass)—not less than 50 per cent. of the marks in each subject (but less than 75 per cent. of the total marks).

Class C (fail)—less than 50 per cent. of the marks in any subject.

9A. Copies of the result lists issued by overseas commands will be forwarded by the quickest available means to the Air Ministry and to the Officer i/c Records as early as possible after the date of the examination. Form 1205 will be completed at command headquarters in respect of each candidate and the forms will be forwarded to the Air Ministry with the result list. A combined result list for overseas commands will subsequently be issued from the Air Ministry.

Digitized by Google

10. The actual marks awarded will not be published, but in the case of candidates who fail to qualify the subject or subjects in which the prescribed standard was not reached will be indicated.

11. The result, together with the place and date of the examination, will be promulgated on casualty forms and the necessary entry made on each candidate's certificate of service.

12. An airman who fails to qualify at an examination may be presented for re-examination at any subsequent examination provided that he completes satisfactorily a further preparatory course of instruction and is recommended by his C.O.

13. An airman who fails, or has failed, to qualify in the examination as a whole although passing in two out of the three papers will be required on re-examination to take only the paper in which he failed, but he may, if he wishes, take all three subjects on re-examination with a view to obtaining Class A (pass with credit); if he elects to do this but fails to pass with credit, while passing in the subject in which he failed at the previous examination, he will be awarded Class B (pass), irrespective of the marks he obtained in the other two subjects. An airman who takes (or has taken) the whole examination and fails (or has failed) to qualify in more than one paper thereat will be required on re-examination to take all three papers.

14. Additional regulations, including the subjects, syllabus, and instructions for supervising officers, are issued direct from the Air Ministry to commands.

455. Higher Education Test.—1. The higher education test will be voluntary in character but the passing of this examination as a whole, besides being designed to be of practical value to an airman when seeking employment in civil life, will be regarded as an additional recommendation for advancement in the service, particularly in the following respects:—

(*a*) *Promotion to non-commissioned rank.*—In making promotions to the ranks of corporal, sergeant and flight sergeant a definite assessment, by way of adjustments on the promotion rosters for the several trades, is given for passing each part of the higher education test.

(*b*) *Selection for airman pilot.*—In the recommendation of an airman for training as an airman pilot a C.O. should have particular regard to educational qualifications. In making selections from amongst airmen recommended by their C.Os. substantial weight will be given to the passing of the higher education test, or part of it.

(*c*) *Promotion to warrant and commissioned rank.*—In selecting for promotion to warrant rank and for promotion to commissioned rank from warrant officer or airman pilot substantial importance is attached to educational qualifications, more especially to the passing of the higher education test. For promotion to warrant rank the assessment referred to in sub-clause (*a*) will be made in connection with each step in rank.

2. Airmen are advised in selecting subjects for any part of the test to take, as far as practicable, those which improve their qualifications in their trade; due regard will be given to this when considering candidates for promotion or special appointments. (*See also* table in para. **510.**)

Digitized by Google

3. Only students who have been "registered" under the conditions given in this para. will be eligible to sit for examination.

4. An airman wishing to become a registered student must make application in writing on the appropriate form (Form 1186), which will be submitted through his flight commander (or other immediately superior officer) and the station education officer for the approval of the C.O.

5. An airman who has been registered as a student will not be eligible to sit for examination unless—

(*a*) he has completed at least 20 weeks of regular study either in class attendance or as an individual student under the station education officer during the twelve months immediately preceding the date of examination, or in exceptional cases, has been granted special exemption from this condition by the C.O.;

(*b*) has been certified by the station education officer, on the appropriate space on Form 1186, to have a reasonable chance of passing;

(*c*) produces to the officer i/c the examination room the Form 1186 referred to above duly completed.

6. The examination will be held on the first Tuesday in May. If, however, this day immediately follows a bank holiday, the examination will be held on the Tuesday preceding.

7. The examination will consist of three parts which a candidate will take in separate years. To obtain the certificate an airman must pass—

(*a*) in Part I;
(*b*) in any group of Part II; and
(*c*) in any group of Part III.

8. A candidate must pass Part I before he can take any group in Part II or Part III.

9. A candidate must normally have passed Part II before he can take Part III, but subject to Air Ministry approval in each case, this rule may be waived if recommended by the C.O., on the advice of the station education officer, and the candidate may be allowed to take a group in Part III before having passed a group in Part II. Such cases must be referred to the Air Ministry at the time of registration.

10. Commands will prepare and forward to reach the Air Ministry not later than the last Tuesday in February in each year a list showing the centres at which it is desired to hold the examination, the number of candidates to be presented at each centre, and the part or group in which each candidate is to be examined. If there are no candidates, a "Nil" return will be rendered.

11. The necessary question papers, ordnance maps and Admiralty charts will be forwarded by the Air Ministry so as to reach command headquarters not later than three weeks before the date of the examination, for distribution to examination centres in the command. The arrangements for the local conduct of the examination will be a matter for the command concerned, the command education officer being responsible for the general organisation. Stations will hold supplies of drawing paper, squared paper and paper ruled for accounts, as specified below, for use in the examination:—

Digitized by Google

(*a*) *Drawing paper.*—Group 4, item 11, half-imperial, 22 in. by 15 in.

(*b*) *Squared paper.*—(i) Group 10, item 33, one inch squares and tenths (for general use).

(ii) Group 10, item 12, one inch squares and eighths (for hand sketching).

(*c*) *Paper ruled for accounts.*—

(i) Accounts General 2f.
(ii) Accounts General 2g.
(iii) Accounts General 2h.

Units will include their requirements of the above in the half-yearly demands for stationery on Form 195. Supplies of the answer books to be used (R.A.F. Forms 405A, 405B or 405C as requisite) may be obtained by units on demand on Form 294.

12. The C.O. of each station at which an examination is held will detail an officer, not below the rank of flight lieutenant, to take charge of the examination room with such additional assistance as is necessary to ensure adequate supervision.

13. An education officer will always be present to deal with any technical questions that may arise.

14. The officer in charge of the examination room will be responsible for ensuring—

(*a*) that no candidate is admitted who does not produce Form 1186 duly completed, and that these forms are collected, checked against the nominal roll, and forwarded to the Air Ministry at the earliest possible opportunity; and

(*b*) that the regulations of the "Instructions to Supervisors" issued in connection with the examination are strictly observed.

15. Result lists showing order of merit will be issued from the Air Ministry in three classes, viz.:—

Class A—pass with credit;
Class B—pass;
Class C—fail.

The subject or subjects in which an unsuccessful candidate failed will be shown. A distinction will be awarded to a candidate in any subject in which he attains an exceptionally high standard.

16. In the case of successful candidates, the result, together with the place and date of the examination, will be promulgated on casualty forms and the necessary entry made on the candidate's certificate of service. No entry will be made in the case of failure (*see* para. **395**, clause 7).

17. A certificate, to be known as the "Royal Air Force Educational Certificate," which will normally mark the satisfactory completion by an airman of three years' steady work, will be awarded to all successful candidates. On this certificate will be endorsed the subjects in which the candidate has qualified, and also any distinctions he may have been awarded.

18. An airman who has been awarded the R.A.F. educational certificate may become a candidate at any subsequent examination in respect of any of the subjects not previously taken. He may take either a com-

Digitized by Google

plete group or a single subject. If he is successful, his certificate will be re-endorsed accordingly.

19. Additional regulations, including the subjects, syllabuses, and instructions for supervising officers, will be issued from the Air Ministry to commands.

Section V.—Physical Training.

456. Object of Physical Training.—The object of physical training is to develop alert minds and fit bodies, the importance of which to all ranks cannot be over-estimated. The development of cheerful, alert, fit and adaptable personnel is an objective obtainable through physical training, the value of which must be realised by all who have the responsibility for the welfare and happiness of personnel in their charge.

456A. Scope of Physical Training.—1. The term physical training is not to be considered as confined to the performance of a certain series of exercises, but should be interpreted in its widest sense, equally for its training value and its recreational stimulus. It includes both exercises and games.

2. Physical training is essential in order that the ill-effects of mental and physical fatigue on both efficiency and morale may be effectively combated.

3. Organised games are of the greatest possible assistance in maintaining bodily fitness but normally progressive physical exercises should be given preference over games.

4. Competitive games are of the greatest training value both for the element of risk present in most of such games and for the increased resistance to pain that they develop.

456B. School of Physical Training.—1. The aims of the School of Physical Training are to set and maintain a high standard in physical training and to ensure continuity and progress. To this end, instructors in physical training and its co-related subjects are trained at this school.

2. The Commandant of the School of Physical Training will make periodical visits to units to ensure that there are no major deviations from the training policy and that physical training is being taught in a correct manner.

3. The Commandant of the School of Physical Training will advise all C.Os., physical training instructors, and units regarding the various aspects of physical training and games.

456C. Duties of Physical Training Officers.—1. Physical training officers will be responsible to the C.O. of the unit or station for the efficiency of the instruction given, and for the condition of, and discipline in, the gymnasium. They will also be responsible for the apparatus, clothing and stores held for physical training and games purposes.

2. They will be responsible for all organised physical training and games at their unit or station.

3. Physical training officers will not normally be detailed for station duties as their instructional duties will often extend beyond working hours.

Digitized by Google

4. At units where no physical training officer is available, the C.O. should delegate a commissioned officer to make a monthly inspection of all apparatus to satisfy himself that it is in a safe condition for use.

457. Daily Classes to be held.—1. C.Os. will pay particular attention to the physical training of all officers and airmen under their command, and will ensure that they are given every possible encouragement to participate in games, voluntary gymnastics, boxing and other athletic pursuits.

2. C.Os. will, where circumstances permit, arrange daily classes of physical training for all personnel under their command, exercising their discretion in individual cases as to the amount of instruction to be given and the exercises to be carried out according to age.

3. The daily period allotted to physical training should not be less than 20 minutes for units other than training units, and up to 45 minutes for personnel undergoing training.

4. It is essential that the physical training given should bear close relationship to the work being done by personnel in the unit (e.g. strenuous physical training given to physically tired personnel is definitely harmful, and in such circumstances the recreational aspect should be emphasised, the amount of formal physical training being reduced to a minimum).

5. C.Os. will ensure that the instruction given conforms to that laid down in A.P. 890 and Form 552, is progressive, and is as regular as possible.

6. In operational units, C.Os. will ensure that the physical training programme is compatible with the operational requirements of the unit.

458. Instruction in Swimming.—Where facilities exist, C.Os. will arrange for officers and airmen below the age of thirty to be taught to swim, and will afford all ranks every opportunity to maintain their proficiency in swimming. Particular importance will be attached to the training of personnel of motor boats and also of those liable to form the crews of aircraft flying over the sea. C.Os. will be responsible that neither officers nor airmen commence instruction in swimming until they have been passed medically fit by the medical officer. Adequate measures to prevent accidents occurring will be taken and the following rules will be observed:—

(*a*) Life belts must be available at the bathing place.

(*b*) A dinghy or motor boat, if available, must stand by all the time during bathing hours. This boat will be provided with an adequate number of life belts and at least two heaving lines.

(*c*) Official bathing parades will take place only during the summer months, the dates of commencement and termination being decided by the C.O. after consultation with the medical officer.

(*d*) An adequate number of swimmers must be detailed to assist the learners, who will not be allowed out of their depth until they can swim unaided a distance of at least fifty yards, and have been certified competent by, and received permission from, the C.O. In this connection, definite tests should be laid down which all airmen will be required to pass.

(*e*) All swimming instruction will be supervised by a competent officer.

Digitized by Google

458A. Instruction in Life Saving.—Where facilities exist C.Os. will encourage the formation of classes in life saving.

459. Supervision of Classes.—1. In units and stations where a qualified physical training instructor is borne on the establishment, classes will be conducted by him under the immediate supervision of an officer who has qualified at a physical training course, if such an officer is available.

2. In those units which have no qualified physical training instructors allotted to them, there should be one airman in each hundred of the establishment, available as an instructor in physical training, but without additional remuneration. Air or other officers commanding will make such arrangements as are possible for airmen whom it is proposed to employ in this way to have a short course of training under qualified physical training instructors, and for the latter to visit the units concerned periodically.

3. At each unit or station an officer will be detailed to take charge of physical training. Wherever possible he should have qualified at a school of physical training, failing which the air or other officer commanding will make arrangements for him to receive instruction from an instructor so qualified.

4. The officer in charge of physical training will be responsible to the C.O. of the unit or station for the efficiency of the instruction given, for the condition of, and discipline in, the gymnasium, and for the apparatus, clothing and stores held on his charge.

460. Qualification for Physical Training Instructor.—1. An airman, in order to qualify as a physical training instructor, must have attended a course of not less than sixty working days at the School of Physical Training. If satisfactorily reported upon at the termination of such course, he will be awarded a certificate and will become eligible for appointment as a physical training instructor, 1st or 2nd class, according to the standard attained at the school. A junior aircrafthand will normally be awarded a 2nd class certificate and, if recommended by his C.O., will be returned to the School when he has completed 12 months' service as a physical training instructor (or prior to being drafted overseas if earlier) for further instruction with a view to qualifying for a 1st class certificate.

2. An airman who has qualified at a course of not less than 60 working days at a naval or military school of gymnasia or physical training may be appointed a qualified physical training instructor according to the certificate awarded to him.

3. On the passing out of an airman mustered in group V from the School of Physical Training the C.O. of the unit to which the airman belongs will be notified on Form 292. The C.O. will then appoint the airman to the acting unpaid rank of corporal, referring to him as aircrafthand (P.T.I.), which reference will continue to be used on all official documents while the airman holds the appointment. The appointment and the fact that the airman has qualified as a physical training instructor will be promulgated in the unit casualty form and entered in the appropriate columns of pages 2 and 4 of the airman's certificate of service (Form 280). When for any reason the airman ceases to hold the appoint-

Digitized by Google

ment suitable entries will also be made in the unit casualty form and certificate of service.

4. An airman mustered to a group other than group V, who is permitted to undergo a course with a view to qualifying as a physical training instructor, may be given the opportunity to remuster to aircrafthand (P.T.I.), group V, if and when vacancies in the establishment permit. Such remustering will be voluntary on the part of the airman concerned. On remustering to group V he will be eligible for qualification pay under the conditions laid down in para. **3454.** Pending his remustering he will be liable to be withdrawn to fill a vacancy in his trade should he be required.

5. When an airman mustered to a group other than group V has completed a course and has qualified as a physical training instructor, he will be required to give, in addition to his ordinary duties, such physical training instruction as his C.O. may order.

6. Only airmen mustered in group V are eligible for qualification pay under the conditions laid down in para. **3454.**

461. Requalification.—1. The certificates referred to in para. **460,** clauses 1 and 2, will be valid for a period of three years from the date of qualification. Similarly they will be valid for the same period on endorsement after the instructor has undergone a requalifying course, or on the authority of the Air Ministry, if such requalifying course is considered to be unnecessary. The period of three years may be extended to five years for airmen who are serving abroad at the expiration of three years from the date of the certificate or last endorsement.

2. At the expiration of a requalifying course Form 292 will be prepared in accordance with para. **395,** the airman's qualifications being assessed in accordance with para. **3454.**

3. Airmen mustered as aircrafthand (P.T.I.), group V, who fail to requalify at a course of instruction, either on medical grounds or otherwise, will cease to draw qualification pay and to hold the subclassification (P.T.I.) and the unpaid acting rank of corporal with effect from the date of rejoining their units, suitable entries being made as indicated in para. **460,** clause 3.

4. The Officer i/c Records will be responsible for ensuring that the names of airmen who are due to requalify are brought to the notice of the air or other officer commanding concerned.

462. Withdrawal or Suspension of Certificate for Unsuitability.—A qualified physical training instructor may have his certificate withdrawn or suspended on the authority of the Air Ministry. When an airman is considered to be inefficient or in any other way unsuitable to perform his duties as a physical training instructor, a report will be forwarded, through the usual channels, to the Air Ministry clearly stating the circumstances, and endorsed with the recommendations of the air or other officer commanding as to the disposal of the airman.

463. Courses in Physical Training.—1. Classes will be held at intervals for airmen desirous of qualifying in physical training. Commands will be notified as to the details of commencement of such courses, and

Digitized by Google

will be furnished with instructions as to submission of names. Except as provided in clause 1A, a candidate must be—

(*a*) between the ages of twenty and thirty years;

(*b*) certified by a medical officer, immediately prior to his name being forwarded, as fit to undergo such course;

(*c*) of the rank of corporal or above, or leading aircraftman of outstanding promise and ability;

(*d*) temperamentally fitted for training and employment as physical training instructor;

(*e*) of a suitable educational standard.

The C.O. of the unit to which the airman belongs should satisfy himself by personal interview that the airman recommended for the course is in every respect suitable. C.Os. of units will be held responsible for all recommendations.

1A. Junior aircrafthands will be selected for courses by the Officer i/c Records as a result of the recommendations obtained in accordance with para. 891, clause 1B.

2. Whenever possible an airman should be examined by a qualified physical training officer, before his name is forwarded, with a view to ensuring that the candidate possesses the capacity and keenness to become an efficient instructor. A record of the opinion of the physical training officer, based on such examination, will be forwarded with the application.

3. Every facility should be given for proposed candidates to attend the station gymnasium for at least one month prior to the commencement of the course, and for elementary instruction to be given them by a qualified instructor.

4. *Deleted.*

5. Officers between the ages of twenty and thirty who are certified as medically fit, may also apply to attend courses of instruction in physical training.

464. Entries on Award, Endorsement, Suspension or Withdrawal of Certificate.—Except where specially provided, when a certificate is awarded, endorsed, suspended or withdrawn an entry will be made on a casualty form by the unit and on the appropriate page of the airman's certificate of service.

Digitized by Google

CHAPTER X.

AIRMEN—ENTRY, ADVANCEMENT, REDUCTION, DRAFTING, ENGAGEMENTS, DISCHARGE AND TRANSFER TO THE RESERVE.

SECTION I.—ENTRY OF RECRUITS.

466. Application of Recruiting Regulations.—Officers and others who are concerned with the entry of recruits will be guided by the "Recruiting Regulations" (A.P. 948), in which detailed instructions will be found. The regulations contained in this section are intended for the guidance of officers and airmen in general in the performance of their duties, and for providing them with necessary instructions of general application.

467. Personal Particulars of Recruits.—1. A man or boy will be entered into the service without any regard to his religious creed. He will, however, be required to declare to what religious denomination (if any) he belongs.

2. A man or boy, to be eligible for entry, must be fit for general service at home and abroad in peace or war, according to the medical standards laid down by the Air Ministry. The receipt by an applicant of a disability pension is a definite bar to acceptance, but a man who has been previously in receipt of a disability pension for a fixed period and has since been found fit, may be enlisted, provided he complies with the required standard of medical fitness. An applicant cannot forgo disability pension in order to obtain enlistment.

3. A recruit will be required to state his age. He will be warned that the age which he gives on attestation will be accepted as his true age for all service purposes except that he will not, if he has mis-stated his age, be eligible for family allowance until he attains the true age of 20*. No claim for a free discharge in consequence of mis-statement of age will be considered, and he will be held liable to serve on the engagement for which he attests. (*See* para. 2102 as to amending documents when age has been mis-stated.)

4. An applicant for entry must be of pure European descent. He must be a British subject and the son of parents both of whom are (or, if deceased, were at the time of death) British subjects. A departure from this regulation will only be made on the authority of the Secretary of State for Air.

5. An applicant will be required to give full particulars of any previous service which he may have had in any of H.M. forces. If he withholds any such information, he is liable to be punished and/or discharged.

6. A description of the person of every man or boy will be recorded at the time of attestation, together with particulars of marriage, next-of-kin, place of birth, civilian occupation, and any distinguishing marks noted by the medical officer at the time of medical examination on enlistment.

* The age limit for the issue of family allowance is temporarily suspended.

Digitized by Google

468. Educational Examination of Recruits.—Before a recruit is accepted, he will be required to undergo an educational examination, which will be carried out as laid down in the Recruiting Regulations.

469. Period of Service.—The periods of service for which a recruit may enlist will be as may be determined from time to time by the Air Council. They will include a definite period with the regular air force, which may be followed by a definite period in the reserve, or a definite period with the regular air force only. A recruit will not, however, be permitted to enlist for a longer period than 12 years' regular air force service without a period in the reserve, or than 12 years of regular and reserve service combined. Boys will be attested for a period of service dating from the age of 18 (not exceeding 12 years) and for the period up to that age.

470. Entry of Aircraft Apprentices, Apprentice Clerks and Boy Entrants.—1. Boys between the ages of 15 and 17 years will be entered for training as aircraft apprentices under one of two systems—competitive examination and direct entry. Particulars regarding the examination and the conditions of entry and training are contained in Air Ministry Pamphlet 15.

2. Boys between the ages of 15½ and 17½ years will be entered for training as apprentice clerks by "direct" entry without examination, all boys who possess a recognised school certificate (or an approved equivalent) and who are selected after an interview being eligible. Particulars are contained in Air Ministry Pamphlet 9.

2A. Boys between the ages of 15¾ and 17¼ years will be entered by selection after interview for training as boy entrants. Candidates must have sat for the competitive examination for entry as aircraft apprentices or have been nominated by a recognised education or other authority. Particulars are contained in Air Ministry Pamphlet 54.

3. A limited number of candidates for entry as aircraft apprentices whose fathers hold or have held the rank of sergeant or above in the R.A.F. or held an equivalent rank in the R.F.C. or R.N.A.S. will be granted permission by the Air Council to sit as service candidates.

471. Procedure for Entry.—Except as provided in para. **470**, every recruit, on acceptance at the recruiting depôt, will be sent to the Reception Depôt, where he will be trade tested, and, if finally accepted, attested and supplied with his kit. On completion of the necessary documents, he will be posted for training as may be provided from time to time. Form 167 will be used for the trade test of a recruit on entry.

472. Rank and Trade on Enlistment.—1. A recruit of or above the age of eighteen will be enlisted as an aircraftman, 2nd class. Enlistment as an aircraftman, 2nd class, in groups I to IV will be confined to men who are able to pass a test in the trade for which they enlist (*see* A.P. 1112): if a recruit fails in the test for the trade for which he applies, he will be offered enlistment in group V if a vacancy exists. All other recruits will be enlisted in group V (but *see* para. **388** as to group M).

2. A recruit will not be accepted, except as provided in clause 3, either immediately or prospectively, for a group higher than that for which he can pass a trade test.

Digitized by Google

3. An unskilled or semi-skilled man may be accepted for training in certain trades only: enlistment will be into group V, and the airman's trade will be described for all purposes as directed in para. **2132,** clause 2, until he is remustered.

4. A recruit accepted under clause 3 will be required to accept service in the group and trade for which he qualifies, if—

(*a*) he fails, on the completion of his period of training, to pass the standard test for the higher group; or

(*b*) at any time during his training he proves unsuitable for employment in the higher group.

472A. Dental Mechanic (Aircraftmen).—1. A dental mechanic will be specially enlisted as such provided that he passes the prescribed trade tests. He will be mustered on entry as aircraftman, 2nd class, group M, and reclassified on the following day as aircraftman, 1st class.

2. On satisfactory completion of the trade test he will be posted to No. 1 R.A.F. Depôt for a disciplinary course of approximately three months' duration.

3. On completion of the course he will be reclassified to leading aircraftman if he obtained the necessary qualifying marks at the initial trade test.

4. A dental mechanic will be promoted to the rank of corporal after twelve months' service on the authority of the Officer i/c Records, provided he has attained the rank of leading aircraftman and been certified by his C.O. as meeting all the requirements laid down for promotion to corporal except that of the educational certificate referred to in para **484,** which will not be required.

5. Promotion to sergeant will be by selection within establishment.

473. National Health, Widows', Orphans' and Old Age Contributory Pensions and Unemployment Insurance.—1. An airman who at the date of his enlistment is resident in Great Britain or Northern Ireland, if a member of an approved society for purposes of national health insurance, continues his membership of that society during service in the R.A.F. If he is not a member of an approved society he becomes a member of the Navy, Army and Air Force Insurance Fund during his service unless and until he joins a society.

2. An airman who at the date of his enlistment is resident outside the area of the United Kingdom becomes a member of the Navy, Army and Air Force Insurance Fund whether or not he belongs to an approved society, and continues to be a member of that fund so long as he remains a serving airman.

3. Full particulars and instructions as to insurance are contained in A.P. 980.

474. Documents to be prepared on Enlistment.—1. The dental condition of a recruit will be recorded on Form 48, as directed in paras. **1577** and **1578.**

2. The record of the medical examination of a recruit, including Form 62, will be prepared as directed in para. **1447.**

3. For a boy, the written consent of his parent, guardian or nearest relative will be obtained on Form 76 before he is accepted for enlistment. Such consent does not, however, affect the validity of the enlistment.

Digitized by Google

4. Every unskilled or semi-skilled recruit enlisted for training in a trade will be required to declare on Form 1546 his willingness to be remustered to any other trade, including aircrafthand, in the event of his being found unsuitable for training in the trade for which he enlisted. The form will be prepared at the time of attestation, and will be witnessed by an officer. After notation by the Officer i/c Records in the airman's permanent record, the form will be filed with his attestation paper.

5. At the time of sending a recruit forward for enlistment, the recruiting officer will prepare and forward in respect of him, Form 339 (particulars of recruit on joining). The name and description of the person to whom the recruiting reward (if any) is due will be endorsed on the back of the form. After attestation the Officer i/c Records will forward the original form to the Inspector of Recruiting for use as a voucher in support of any payment of a recruiting reward (*see* para. **475**); he will forward the counterfoil to the accountant officer of the unit to which the recruit is posted in order that a pay account may be opened for him (*see* para. **2803**).

6. The attestation of a recruit on the appropriate Form 75, according to the nature of the engagement, will be completed in every respect before the following additional documents, where applicable, are prepared:—

(*a*) Identity discs (*see* para. **2104**).
(*b*) Miscellaneous record sheet—Form 125 (*see* para. **2106**).
(*c*) Airman's record of kit—Form 1862.
(*d*) Statement of qualification for registration as an air force voter—Form 514.
(*e*) Certificate of service—Form 280 (*see* para. **2130**).
(*f*) Service and general conduct sheets—Forms 120 and 121 (*see* para. **2152**).
(*g*) Medical history envelope—Form 48 (*see* para. **2168**).
(*h*) Certificate of national health and pensions insurance on enlistment—Form 1847 (*see* A.P. 980).
(*j*) Claim to family allowance—Form 850, if the recruit is married and over the age of 20* (*see* para. **3256**, clause 2).
(*k*) Declaration by a recruit enlisted for training in a trade—Form 1546 (*see* clause 4).

475. Recruiting Rewards for Airmen.—1. C.Os. should encourage airmen to endeavour, while they are on leave or otherwise, to obtain recruits for the R.A.F. With this object, notices will be posted in quarters showing the trades for which recruits are from time to time required, and a supply of recruiting pamphlets will be kept available for issue to those airmen who wish to secure recruits.

2. An airman who secures a prospective recruit should notify the C.O. of the nearest recruiting depôt of his name and address, and at the same time state his own official number, rank, name and unit. The recruiting depôt will then take all necessary steps to communicate with the recruit.

* The age limit for the issue of family allowance is temporarily suspended.

Digitized by Google

3. After the recruit has been attested, the airman recruiter will, as provided in para. **2912**, and subject to clause 4, be paid the sum of **5s.** for a skilled man attested or 2*s.* 6*d.* for an unskilled man attested.

4. No reward is payable in respect of a re-enlisted pensioner, or of an airman under the age of 18 years.

5. Rewards paid in respect of recruits which are subsequently found to be inadmissible, under instructions issued from time to time to recruiters, will be refunded provided that the inadmissibility is discovered and notified to the recruiter within twelve months from the date of attestation.

476. Competent Authority under Section 80 (6), Air Force Act.—The Officer i/c Records for the time being is a competent authority for the purpose of Section 80 (6), Air Force Act, i.e. for bringing before a justice of the peace (or other attesting authority) a recruit in whose attestation paper there is any error, in order that the error may be amended.

SECTION II.—CLASSIFICATION, MUSTERING, PROMOTION, REDUCTION, APPOINTMENT AND REVERSION.

481. Ranks and Classes of Airmen.—1. The ranks of warrant officers and N.C.Os. and classes of aircraftmen are as follows:—

Warrant officers.
Warrant officer.
Warrant officer, 2nd class.*
Non-commissioned officers.
Flight sergeant.
Sergeant.
Corporal.
Aircraftmen (men in the ranks).
Leading aircraftman.
Aircraftman, 1st class.
Aircraftman, 2nd class.

2. The ranks of apprentices and boy entrants are as follows:—

Aircraft apprentice.
Apprentice clerk.
Boy entrant.

The rank of an aircraft apprentice, an apprentice clerk or a boy entrant is not affected by the grant of any local appointment as sergeant apprentice, corporal apprentice, leading apprentice, corporal boy or leading boy.

482. R.A.F. Trades.—1. The various trades approved for the R.A.F. are divided into groups (numbered I to V, and lettered "M") for which different rates of pay are laid down according to the rank held. The trades, and the groups to which they are allotted, together with the corresponding rates of pay, will be found in Section II of Chapter XXXIX.

2. The trade to which an airman is mustered on attestation will be recorded on page 1 of his certificate of service, and in his permanent record kept by the Officer i/c Records; in no circumstances will it be altered during his service, except as provided in these regulations.

* This rank is obsolescent.

Digitized by Google

483. Reclassification, Remustering and Promotion—General Instructions.—1. Except as provided in para. **485,** clause 3, and para. **496,** no reclassification or promotion will be made except within the establishment of classes or ranks. Surpluses in higher ranks will count against vacancies in lower ranks.

2. Before submitting the name of an airman for a trade test the C.O. must satisfy himself that the airman has a reasonable prospect of passing, and for the purpose of assessing the airman's educational capabilities a test will be carried out by the station education officer or where no station officer is borne for these duties by the senior education officer concerned, except where the airman is already educationally qualified for advancement. A certificate signed by the C.O. stating that the airman has passed this educational test, or is otherwise educationally qualified, will accompany the application for the trade test.

3. *Deleted.*

4. C.Os. will be responsible for providing training facilities both in the airman's basic trade and in its specialist application. If these facilities are not available at the airman's unit, arrangements must be made with the Officer i/c Records for the airman to be attached to another suitable unit for a short period.

5. Before an airman is sent forward for examination for remustering to another trade, it should be explained to him that his ultimate remustering, when qualified, is solely dependent upon the existence of a vacancy in that particular trade.

6. Every promotion, reclassification or remustering (and also reduction or reversion), irrespective of the authority under which it is made, will be promulgated in the casualty form of the unit in which the airman concerned is serving. This entry is the authority for the issue of the appropriate rate of pay.

484. Aircraftmen—Qualification for Reclassification.—1. *An aircraftman, 2nd class,* in order to be eligible for reclassification as aircraftman, 1st class, must—

(*a*) Have passed recruits' drills (*see* clause 5).

(*b*) Be approved by his C.O.

(*c*) Pass a test in his trade. This test will be carried out by the unit at home, or as arranged by the A.O.C. abroad as laid down in para. **499.** (No trade test is required for reclassification to aircraftman, 1st class, aircrafthand (group V).) For airmen of the medical and dental branches this test will be carried out as laid down in para. **503.**

(*d*) If a driver (petrol) or torpedoman, have rendered six months' satisfactory service in his trade.

(*e*) If a musician, have rendered eighteen months' satisfactory service in his trade.

2. *An aircraftman, 1st class,* in order to be eligible for reclassification as leading aircraftman, must—

(*a*) Be recommended by his C.O.

(*b*) Have passed, or be exempted from, the educational test for reclassification to leading aircraftman (*see* para. **510**).

Digitized by Google

(*c*) Pass a written test in his trade. This test will be carried out by the Central Trade Test Board, the examination papers being sent to the A.Os.C. at home and abroad and the answer papers forwarded to the board for marking. For airmen of the medical and dental branches this test will be carried out as laid down in para. **503.** (No trade test is required for reclassification to leading aircraftman, aircrafthand (group V).)

(*d*) Pass a practical trade and a *viva voce* test. These tests, which are not required for reclassification to leading aircraftman, aircrafthand (group V), will be carried out at home by the Central Trade Test Board at West Drayton as laid down in para. **498,** and abroad as arranged by the A.Os.C.

(*e*) If a driver (petrol) or torpedoman, have rendered a total of twelve months' satisfactory service in his trade.

(*f*) If a musician, have rendered a total of thirty months' satisfactory service in his trade.

3. In addition to a trade examination an airman undergoing a course of training at a school of technical training and an airman of the medical or dental branch (*see* para. **472A** as regards dental mechanics) undergoing a course of training at the Medical Training Depôt will be examined in the educational subjects of the course. Provided that he reaches the standard prescribed for a " pass " in the educational tests for reclassification to leading aircraftman his certificate of service will be endorsed so as to show that he has qualified educationally for this reclassification. Such an airman will not subsequently be required to pass the educational test for reclassification to leading aircraftman.

4. An ex-apprentice whose Form 280 is endorsed so as to show that on passing out of the school of training he was placed in class A or class B (*see* para. **487,** clause 2) will not be required subsequently to pass the educational test for reclassification to leading aircraftman. An ex-boy entrant whose Form 280 is endorsed in accordance with para. **487A,** clause 3, will be similarly exempt.

5. Every airman, before he is dismissed his recruit's drills, must be certified as competent in the handling of aircraft. The knowledge required is such as will prevent damage to aircraft when handled in an emergency by airmen who are unaccustomed to such duties. An airman must know the parts of aircraft that may be handled or stepped upon, and the method of handling any type of aircraft under all conditions; he must also be acquainted with the precautions against, and methods of extinguishing, fire.

6. *Deleted.*

7. The necessary particulars of the qualifications for reclassification will be added to the airman's Form 167 and Form 182 when applicable.

485. Aircraftmen—Authority for Reclassification.—1. Except as provided in clause 2 the advancement of an aircraftman to a higher classification will be carried out by the C.O. of his unit.

2. The reclassification of aircrafthands from aircraftman, 2nd class, to aircraftman, 1st class, and from aircraftman, 1st class, to leading aircraftman will be made by the Officer i/c Records. Recommendations for the reclassification of these airmen will be included in the return referred to in para. **493,** clause 3.

Digitized by Google

3. An aircraftman in groups I to IV and M or an aircraftman mustered as driver (petrol), torpedoman, or musician, group V, may be reclassified as aircraftman, 1st class, or leading aircraftman when qualified as in para. **484**, without any restriction as to the numbers in each classification.

4. An airman who, on being trade tested for reclassification, fails to attain the standard applicable to his existing classification will be given six months in which to become proficient and at the end of that period will be re-examined. Should an airman at the second attempt again fail to attain the standard applicable to his existing classification, he will be reported as inefficient under the procedure laid down in para. **504**, clause 9. An airman should be so informed immediately after his first failure.

5. An aircraftman who, on re-examination under clause 4, attains a standard sufficient to qualify him for a higher classification and is otherwise qualified as such under para. **484**, may, with the approval of the air or other officer commanding, be reclassified to that class.

6. *See* paras. **493** and **509** as to reclassification of physical training instructors and service police respectively.

486. Effective Date of Reclassification.—1. Except as provided in clause 2, the date of reclassification of aircraftmen in groups I to IV will be—

(*a*) from aircraftman, 2nd class, to aircraftman, 1st class—the first day of the month following that in which the trade test examination is passed;

(*b*) from aircraftman, 1st class, to leading aircraftman by passing the necessary tests (educational and trade)—the first day of the second month following the date of the written examination, i.e. 1st February, May, August and November respectively, provided the remainder of the examination is passed at the first attempt within twelve months of the written test. The reclassification of flight mechanics whose names are submitted under para. **497A**, clause 2 (*a*), with those of airmen in other trades will be similarly effected provided they passed the test at the first attempt. The dates of the reclassification of airmen, who, owing to failure, have to take the remainder of the test again, will be those on which they fully qualify.

2. The reclassification of aircraftmen who pass out of a school of technical training will take effect from the date of so passing out, subject to paras. **487**, clause 6, **487A**, clause 2, and **488** as regards aircraft apprentices, boy entrants and apprentice clerks, provided that for reclassification to leading aircraftman they are in possession of an educational certificate or its equivalent (*see* para. **510**).

3. The reclassification of an aircraftman of the medical or dental branch will date from the first day of the trade test (or, for reclassification to leading aircraftman, from the first day of the second of the two tests, educational and trade) at which he obtains pass marks.

4. The reclassification of airmen mustered as driver (petrol) or torpedoman will date from the day on which the service prescribed in para. **484**, clause 1 (*d*) or clause 2 (*e*), is completed, provided they have previously passed the necessary tests. The reclassification of airmen who pass those tests after completing the requisite service will take effect

Digitized by Google

from the date prescribed for airmen of groups I to IV in clause 1 of this para., if the requisite service had been completed on that date: otherwise reclassification will take effect from the date on which the requisite service was completed. For the purpose of reclassification as leading aircraftman, torpedomen will be dealt with as provided in clause 1 (*b*) of this para. for flight mechanics.

5. The reclassification of airmen mustered as musician will date from the day on which the service prescribed in para. 484, clause 1 (*e*) or 2 (*f*), is completed, provided they have previously passed the necessary tests, or from the date of passing the tests if subsequent to the date on which the requisite service was completed.

487. Advancement of Aircraft Apprentices.—1. As soon as possible after joining the training centre an aircraft apprentice will be allocated to one or other of the trades in which vacancies exist. Subject to the requirements of the service, the selection will be determined in accordance with the order of preference indicated by the parent on a preference form, the claims of each aircraft apprentice being considered in the order of his place in the result list of the entry examination. Special consideration in the matter of selection of a trade will be given to aircraft apprentices who have undergone a suitable preliminary training in the trade of their choice for not less than one year prior to entry.

2. A passing-out examination will be held, before the completion of the course of training, both in workmanship and knowledge of trade and in educational subjects. The results of the educational examination will be entered on page 4 of Form 280 as "Class A," "Class B," or "Class C" (whichever is applicable), which will have the same meaning as in the educational test for reclassification as leading aircraftman, namely:—

Class A (Pass with credit) ..	75 per cent. of maximum marks or over.
Class B (Pass)	50 per cent. of maximum marks, but less than 75 per cent.
Class C (Fail)	Less than 50 per cent. of maximum marks.

The authority for the entry on Form 280 will be the passing-out list as finally approved by the Air Ministry.

3. *Deleted.*

4. An aircraft apprentice who at the end of the three years' course qualifies as leading aircraftman will be advanced to leading aircraftman. In order to qualify as leading aircraftman, an aircraft apprentice must reach the required standard in the trade examination and must also be placed in class A or class B of the educational examination.

5. An aircraft apprentice who is successful at a passing-out examination may be classified according to the standard reached. If an apprentice does not reach the standard of an aircraftman, 2nd class, in his trade, he will be regarded as having failed and may be discharged or retained in the service at the discretion of the Air Ministry. No apprentice will be mustered to an unskilled trade without the parents' consent.

Digitized by Google

6. The classification of an aircraft apprentice under clauses 4 and 5 will not take effect until he has both attained the age of 17½ and been posted to a unit for duty.

7. *See* para. **506**, clause 1, as to recommendation for training as pilot.

487A. Advancement of Boy Entrants.—1. A boy entrant who is successful at the passing-out examination at the end of his course will be remustered to the trade in which he has been trained with effect from the date of posting to a unit for duty, and will be classified, when eligible under clause 2, as leading aircraftman or aircraftman, 1st or 2nd class, group II, in accordance with the standard he attains. A boy entrant who has been posted to a unit for duty may, if recommended by his C.O., be examined by the Central Trade Test Board with the object of qualifying to receive, when eligible, a classification higher than that for which he qualified at the passing-out examination.

2. Classification as an aircraftman will not take place until a boy entrant has both attained the age of 17½ and been posted to a unit for duty after the completion of training.

3. A boy entrant who obtains 50 per cent. or more of the maximum marks in each of the educational subjects comprised in the passing-out examination will not be required subsequently to pass the educational test for reclassification as leading aircraftman and to indicate this the notation " (educationally qualified for L.A.C.) " will be added to the entry on Form 280 recording the result of the passing-out examination.

488. Advancement of Apprentice Clerks.—An apprentice clerk who is successful at the passing-out examination at the end of his course will be classified as leading aircraftman or aircraftman, 1st or 2nd class, group IV, in accordance with the standard he attains. *See* para. **487**, clause 2, as to method of classification. Classification will take effect from a date 18 months after the apprentice's enlistment or from the date of his attaining the age of 17½, whichever is the later.

489. Corporal—Qualifications for Promotion to.—The qualifications necessary for the promotion of an aircraftman to the rank of corporal are as follows:—

(*a*) General ability to exercise authority, maintain discipline, and direct and supervise the work of others.

(*b*) Knowledge of drills and duties.

(*c*) For trades in groups I to III, drivers (petrol) and group M (*see* para. **472A** as regards dental mechanics):—Knowledge of the simpler operations and processes of his trade as distinct from pure skill of hand.* An aircraftman's knowledge in this respect will be a matter for the judgment of his C.O.

(*d*) Definition of R.A.F. equipment and the classes into which it is divided. Names of publications in which the nomenclature of R.A.F. equipment and the procedure in connection with obtaining,

* *Technical Qualifications for Promotion to Corporal.*—Knowledge of the elementary basic principles and processes of a trade as distinct from purely manipulative skill is required. For instance, a fitter for promotion to corporal should have an elementary knowledge of various metals in general use, methods of hardening and annealing, and know the effect of certain treatment on metals. A carpenter should have a good knowledge of the properties of various timbers and how they are affected by variations of atmospheric conditions, drying and seasoning of timbers, &c.

Digitized by Google

returning and exchanging it are to be found. General knowledge of procedure in flights in connection with—

(i) obtaining, returning and exchanging R.A.F. equipment;
(ii) issues to airmen;
(iii) issues of clothing, free and on repayment;
(iv) custody and checking of furniture and barrack room equipment;
(v) disposal of an airman's clothing, necessaries, and accoutrements when he is admitted to hospital; and
(vi) preparation of various store accounting forms.

(*e*) To have passed the trade test for leading aircraftman in his trade (not applicable to aircrafthands, group V).

(*f*) To have passed the educational test for reclassification to leading aircraftman, or be exempted therefrom (*see* para. **484**, clauses 3 and 4, and para. **453**).

(*g*) An airman mustered as motor boat crew will be in possession of a 2nd class coxswain's certificate.

490. Sergeant—Qualifications for Promotion to.—1. An airman will be promoted to the rank of sergeant primarily on account of ability to command and direct airmen, not only in the workshop, but also on all occasions which may arise in the course of duty.

2. The qualifications necessary for the promotion of a corporal to the rank of sergeant are as follows:—

(*a*) Ability to exercise authority and maintain discipline.

(*b*) General knowledge of administration and interior economy.

(*c*) Knowledge of the higher processes of his trade and ability to organise, direct and supervise work therein. Knowledge of the duties appertaining to the rank of sergeant.

(*d*) Detailed knowledge of the subjects mentioned in para. **489** (*d*), and in addition a fair knowledge of—
(i) flight inventory procedure;
(ii) machine inventory procedure;
(iii) repair procedure;
(iv) method of drawing and fitting clothing;
(v) charging airmen for clothing issues on repayment and losses of articles of R.A.F. equipment;
(vi) flight or section lock-ups.

(*e*) An airman in group IV will be required to pass an examination in the duties of a senior clerk. For clerks (pay accounting) and clerks (store accounting) these duties will include the supervision of both branches of the work: clerks (general duties) however will be examined only in the duties of that branch.

(*f*) To have passed, or be exempt from, the educational test for promotion to the rank of sergeant. (*See* para. **454**.)

(*g*) An airman mustered as motor boat crew will be in possession of a 1st class coxswain's certificate or its equivalent.

3. The airman's C.O. will satisfy himself that the airman possesses the qualifications referred to in clause 2 (*a*), (*b*) and (*d*) before signing his recommendation on Form 167 or 182.

Digitized by Google

491. Promotion to Flight Sergeant and Warrant Rank—By Selection.—1. Promotion to the ranks of flight sergeant and warrant officer will be by selection; no definite tests will be imposed, except as provided in para. **492** for group M (medical branch only) and in the trades of driver (petrol) and turner.

2. Flight sergeants in technical trades in group I, II or III should be able to take charge of a workshop comprising a number of heterogeneous trades, and to organise the work therein efficiently and economically. Their administrative responsibilities will usually involve a knowledge of straightforward book-keeping.

3. The qualities required of warrant officers are self-reliance, initiative and resource, together with tact, firmness and judgment in dealing with men. Technical warrant officers must have wide technical knowledge and experience. Medical warrant officers must have an adequate knowledge of medical administration and in addition possess the qualifications necessary for disciplinary and clerical warrant officers. Disciplinary warrant officers and warrant officer clerks must be well grounded in interior economy, King's Regulations, air force law and office routine. For promotion to warrant officer, the three sub-classifications of clerks (general duties, pay accounting and store accounting) will be considered as interchangeable, provided that they can pass the normal trade test for leading aircraftmen in each of these sub-classifications: otherwise promotion will take place only within the sub-classifications.

492. Medical Branch—Qualifications for Promotion beyond Sergeant.—1. A sergeant in group M will not be eligible for further promotion unless—

(*a*) *deleted;*

(*b*) he has passed the promotion examination detailed in A.Ps. 1112 and 985.

2. A flight sergeant will not be eligible for further promotion unless—

(*a*) he has passed the promotion examination detailed in A.Ps. 1112 and 985;

(*b*) he has passed the examination for dispenser (*see* para. **497**, clause 3 (*c*)).

493. Promotion to and in N.C.O. Rank—How Made.—1. All promotions to the ranks of flight sergeant, sergeant and corporal in the following trades will be made by the Officer i/c Records:—

Blacksmith and welder.
Coach painter.
Coppersmith and metal worker.
Coppersmith.
Draughtsman.
Electrician.
Instrument maker.
Machine tool setter and operator.
Metal worker.
Moulder.
Musician.
Tailor.
Group M (all trades).

The trades shown in italics are, however, obsolescent.

Digitized by Google

2. In trades other than those specified in clause 1, promotion to the ranks of flight sergeant, sergeant and corporal, where foreseen vacancies arise, will be made by the Officer i/c Records. Foreseen vacancies are those due to—

(*a*) posting by Officer i/c Records;
(*b*) discharge to pension or on expiration of engagement;
(*c*) transfer to the reserve;
(*d*) increase of establishment;
(*e*) reversion of acting sergeants (paid);
(*f*) promotion.

For unforeseen vacancies, i.e. vacancies due to any causes other than the above, promotion will be made by air or other officers commanding.

3. A return containing the name of every sergeant, corporal and leading aircraftman (and aircraftman, 1st class, and aircraftman, 2nd class, in group V, unless mustered as driver (petrol), torpedoman or musician) on the strength of units will be completed by C.Os. on 30th September and 31st March and will be forwarded direct to the Officer i/c Records. This return will show whether airmen are specially recommended, recommended or not recommended for promotion. Airmen recommended must be personally suitable for promotion, but they need not have qualified by examination. Examinations, however, will be taken within the periods prescribed in clause 8. The use of the term " specially recommended " will be restricted to airmen who are considered in every respect suitable for accelerated promotion, i.e. to those who are outstanding in their rank and trade and are deserving of promotion earlier than airmen of equal or longer service and seniority. " Recommended " applies to airmen who are qualified and suitable in all respects for the next higher rank or classification and who merit advancement in their turn. " Not recommended " applies when airmen are not considered suitable for promotion or have insufficient experience in their rank or classification; if desired, this term can be qualified by a brief addition such as " (recently promoted) ", " (too young)", etc.

4. Airmen under training as pilots will not be included in the return. The fact that they have been selected for training will be considered as the equivalent of a recommendation, but a special report from his C.O. will be called for in the case of an airman undergoing training who comes within the promotion zone.

5. Separate promotion rosters will be kept by the Officer i/c Records for all trades in groups I, II and III and drivers (petrol) and musicians in group V, except the following, for which combined rosters will be kept for airmen of the rank of sergeant and corporal:—

(*a*) Specialist fitter group, including—
Fitters of all kinds.

(*b*) Specialist carpenter group, including:—
Carpenter (boat builder).
Carpenter (rigger).
Metal rigger.

Digitized by Google

5A. An airman who in consequence of remustering is transferred to another roster for promotion will be placed at the bottom of the new roster irrespective of the length of his previous service in his rank. Save in exceptional circumstances, this rule will also apply when an airman remusters to another group.

5B. An airman who held the local appointment of sergeant apprentice, corporal apprentice or leading apprentice while undergoing training will, on the completion of such training, receive the following antedate for the purpose of promotion to corporal:—

For every complete six months of satisfactory service as	*Antedate.*
Sergeant apprentice	45 days.
Corporal apprentice	30 days.
Leading apprentice	15 days.

6. In the trades included in the two specialist groups referred to in clause 5, establishments provide for a certain number of flight sergeants who may be of any trade within the specialist groups and a certain number who must be of a particular trade. Promotion from the rosters will be made accordingly.

7. There will be single promotion rosters for all airmen of the ranks of sergeant and corporal in group V, except for drivers (petrol) and musicians. The three trades of clerk (general duties, pay accounting and store accounting) will be regarded as separate for promotion purposes up to and including the rank of corporal. For promotion to sergeant and flight sergeant, clerks (pay accounting) and clerks (store accounting) will be considered on a combined roster, while clerks (general duties) will be regarded as a separate trade.

7A. For the purposes of reclassification and promotion up to the rank of corporal the fact that an aircrafthand is qualified as a physical training instructor will be considered an additional qualification, and the period during which the airman has been thus employed will be counted as additional service by the Officer i/c Records for the purposes of promotion. (*See also* para. **460,** clause 3.)

8. Before he is promoted to the substantive rank of sergeant, a corporal in groups I to IV and M and drivers (petrol) and musicians in group V will, in the first instance, be appointed to the paid acting rank. Such appointments will not be made unless the airman has passed the educational test for promotion to the rank of sergeant. The substantive rank will be given when the airman has, in addition, passed the written technical examination (*see* A.P. 1112) which should normally occur within eighteen months of appointment. The technical examination for promotion to sergeant will consist of written papers only. Questions for all airmen except those in group M will be set and corrected by the Central Trade Test Board. Sergeant storekeepers, group III, will be required to satisfy the examining board that they possess a satisfactory knowledge of airmen's messing duties. For sergeants in group M the examination will be carried out in all respects as laid down in para. **503.** If the examination is passed within the prescribed period, viz. eighteen months from the date of appointment

Digitized by Google

to the acting rank, the promotion will be antedated to the date of the acting appointment. A corporal mustered as motor boat crew will be required to possess a 1st class coxswain's certificate or its equivalent before being appointed to the paid acting rank of sergeant and will not be required to undergo a further written technical examination: he may be promoted to the substantive rank of sergeant on the recommendation of his C.O. after six months' service in the acting rank.

8A. The qualifying standard in the written technical examination for promotion to sergeant will be—

(i) a total of 60 per cent. on the whole of the written examination;

(ii) a minimum of 70 per cent. on the trade paper;

(iii) a minimum of 50 per cent. on the allied trades paper.

9. An acting sergeant who fails to pass the technical examination at his first attempt may, subject to the recommendation of his C.O. and of the Central Trade Test Board (or Training Officer (Medical) for an airman of group M), be permitted further opportunities for qualifying, provided the examination is taken within the period prescribed in clause 8. Failure to pass the examination within this period will normally entail the reversion of the airman to his substantive rank. When failure entailing such reversion occurs, the C.O. of the airman's unit will, immediately on receipt of Form 167 or Form 182 notifying the failure, inform the Officer i/c Records whether he recommends reversion or an extension of the period. An extension will be granted only in exceptional circumstances and any recommendation for an extension is invariably to state the grounds in full. (The C.O. of a unit abroad will notify his recommendation by signal in the first instance.) The Officer i/c Records will authorise reversion, if this is recommended by the C.O., or will give authority for the airman to take the next examination if an extension is recommended and he is satisfied that it is justified by the circumstances. When an extension has been granted the airman will take seniority from the date of passing the examination. Any recommendation for an extension longer than that prescribed above or which requires special consideration will be referred by the Officer i/c Records to the Air Ministry.

9A. Care should be taken to ensure that an acting sergeant preparing for the examination is not detached to a unit at which the necessary books are not available or facilities for study do not exist, unless this is unavoidable.

10. An acting sergeant who has failed at the technical examination for sergeant and has in consequence reverted to his substantive rank of corporal under clause 9 will not again be considered for advancement until he has actually passed the examination. He will retain his position on the corporals' roster and, after passing the examination, will be eligible for promotion to the substantive rank of sergeant in due course.

11 and 12. *Deleted.*

Digitized by Google

13. The following table summarises the provisions of the foregoing clauses:—

Trades.	Category (*see* clause 2).	To rank of	Promoting authority.
Those specified in clause 1.	Foreseen and unforeseen.	Flight sergeant, sergeant, corporal.	Officer i/c Records.
Those not specified in clause 1.	Foreseen ..	Flight sergeant, sergeant, corporal.	Officer i/c Records.
do. do.	Unforeseen ..	Flight sergeant, sergeant, corporal	Air or other officers commanding.
Armoured car crew.	All promotions in establishment vacancies.	Acting paid flight sergeant, acting paid sergeant, corporal.	A.O.C. abroad.

14. Promotions made from the rosters kept by the Officer i/c Records will have effect as from the day following that in which the vacancy arises. Other promotions will have effect from the date on which the promoted airman commences duty in the higher rank.

15. *See* para. **506** as to the promotion of airman pilots.

493A. Promotion for Distinguished Service in the Field.—1. An airman may be reclassified or promoted up to and including the rank of flight sergeant for specially distinguished or meritorious service in the field. Any proposal for such reclassification or promotion must be submitted to the Air Council and will only be approved as an exceptional measure where there are special reasons for rewarding the airman's services in this manner.

2. An airman promoted under clause 1 will be absorbed in the first vacancy arising in the rank to which he is promoted but will not be granted further promotion until he has obtained such trade and educational qualifications as may be appropriate to the rank to which he was specially promoted.

494. Acting Sergeants—When to be Examined.—1. The technical examination of acting sergeants for confirmation in rank will take place in units, as arranged by A.Os.C., on the third Tuesdays in March and August each year. For airmen serving abroad the August examination may be held on two consecutive days—the examination in the airman's own trade on the normal day, and that in the allied trade on the following day.

2. Nominal rolls of acting sergeants for examination, whether serving at home or abroad, will be forwarded to reach the Central Trade Test Board not later than 1st February and 1st July each year.

3. Examination papers will be set and forwarded by the Central Trade Test Board to A.Os.C. who will return them, on completion, together with Forms 167, to the board as early as possible for correction and marking.

4. The C.O. of any station at which the examination is held will detail a serving officer to take charge of the examination centre and

Digitized by Google

will provide such additional assistance as may be necessary to secure adequate supervision.

5. Two examination papers will be set—one in the airman's own trade and one in the allied trade. An examination paper in the allied trade only will be set for an airman who has passed the senior armament instructors' course. Each paper will be of 3 hours' duration. The marks awarded for each paper will not be published but will be entered on Form 167 which will also state that the candidate has passed or in which part of the examination he failed.

6. As soon as information has been received that an acting sergeant has passed the examination, the result of the examination and the confirmation in rank will be promulgated in the unit casualty form.

7. For sergeants in group M serving at home or abroad, examinations will take place on the dates mentioned in para. **503**, clause 1.

495. Promotion to Warrant Officer—How made.—1. Promotions to the rank of warrant officer will be made by selection by the Air Ministry, where rosters will be kept of all warrant officers, 2nd class, and flight sergeants who are recommended for promotion.

2. A return of recommendations for promotion to the rank of warrant officer will be completed by C.Os. of units on 31st March, and forwarded direct to the Officer i/c Records. These returns will state whether the airman is specially recommended, recommended or not recommended for promotion (*see* para. **493**, clause 3, as to the use of these terms), and will show the nature of the duties (i.e. technical, clerical, medical, dental or disciplinary) for which each airman recommended is considered most suited.

3. Promotions to the rank of warrant officer within the same trade group will, as far as practicable, be made irrespective of the airmen's trades. In the medical branch promotions will be made irrespective of trade or trade group.

4. *See* para. **495A** as to annual confidential reports on flight sergeants.

495A. Annual Confidential Reports—Warrant Officers, Warrant Officers, 2nd Class, and Flight Sergeants.—1. Annual confidential reports will be prepared on Form 1298 on all warrant officers and warrant officers, 2nd class, and on Form 1295 on all flight sergeants. The reports will be rendered to the Officer i/c Records on 30th September of each year by the C.O. of the unit on the strength of which the airman is borne on that date. If the airman is posted from one unit to another between 1st August and 29th September, inclusive, in any year, the former C.O. will forward the report to the Officer i/c Records, and the new C.O. will on 30th September render a further report completed as far as possible from his knowledge of the airman obtained whilst under his command. The Officer i/c Records will scrutinise and employ the information included in the reports to assist in postings, selections for courses, etc., and will also submit individual reports to the Air Ministry as necessary. The reports will at all times be available for use at the Air Ministry when selections for commissions or promotions to warrant officer are made.

2. The completed report will not be seen by or communicated to the airman concerned nor will duplicate copies of Forms 1298 and 1295 be made for retention in units.

Digitized by Google

496. Acting Appointments and Reversions.—1. Where in the opinion of the air or other officer commanding it is necessary to increase the numbers of N.C.Os. at a unit temporarily in order to maintain discipline, appointments may be made to unpaid acting rank with the approval of the air or other officer commanding and may be retained for such time as is required in the particular circumstances. It will be made quite clear to the airman that such appointment carries no additional pay or emoluments whatever and that the rank will be immediately relinquished on his ceasing to perform the duties for which the appointment was made.

2. Pay for an acting appointment, with the exception of temporarily mustered armoured car crew, is issued only as laid down in para. **493,** clause 8.

3. An acting appointment will be recorded (specifying whether paid or unpaid) on the casualty form (Form 739) and on the airman's service documents. Reversions will be similarly recorded.

4. If an unpaid acting appointment is converted into a paid acting appointment or *vice versa,* an additional entry will be made on the casualty form and on the airman's service documents recording the fact.

5. Where a C.O. considers that an acting sergeant appointed under para. **493,** clause 8, should revert on account of misconduct or inefficiency, he should submit his recommendation, through the usual channels, to the Air Ministry for decision. Reversion, if approved, will take effect from the date of promulgation in the unit casualty form.

6. *See* para. **505** as to voluntary reversions and para. **1142** as to reversions by order of a C.O. *See also* para. **509** as to appointment to and relinquishment of acting rank in the case of service police.

497. Remustering of Airmen.—1. An aircraftman may, if recommended by his C.O., present himself for trade test by the Central Board (at home) or as arranged by the air or other officer commanding abroad with a view to remustering to another group if and when the establishment permits. He will only be remustered to that trade for which he can pass a trade test.

2. A N.C.O. other than one in group M may, if recommended by his C.O., present himself for test with a view to remustering in his rank to another group should the establishment permit. Before being permitted to remuster, he must—

(*a*) if a corporal, pass the trade test for leading aircraftman appertaining to his prospective trade in the new group, and be qualified as laid down in para. **489** (*a*), (*c*) and (*d*), or

(*b*) if a sergeant or above, pass the practical and *viva voce* test for leading aircraftman appertaining to his prospective trade in the new group, and be qualified as laid down in para. **490,** clause 2 (*c*) and (*d*).

Names of N.C.Os. and aircraftmen serving at home who are recommended for remustering may be submitted to the President, Central Trade Test Board, individually at any time. They will be placed on a roster and called up for examination as soon as convenient. Examinations for the remustering to another trade of flight sergeants and sergeants serving abroad will be held at the same time and in the same

Digitized by Google

manner as those for the confirmation of acting sergeants referred to in para. **494** except that, in addition to the written examination, practical and *viva voce* tests will be necessary. The practical test will be set and assessed by the Central Trade Test Board. The *viva voce* test will be carried out by the board convened as required by para. **499.** Examinations for the remustering to another trade of corporals and aircraftmen serving abroad will be carried out at the same time and in the same manner as those for reclassification to leading aircraftman (*see* para. **497A**).

2A. Before a recommendation for examination for remustering by the Central Trade Test Board or trade test board (overseas) is forwarded, C.Os. will satisfy themselves on the advice of a specialist officer or warrant officer that an airman has sufficient knowledge of the trade to which he wishes to remuster to justify his being examined.

3. (*a*) An aircraftman in group M will not be selected for specialist training for remustering to any trade in that group until he has completed seven years' service. He may, however, be allowed to present himself for trade test in any trade in group M, provided that the necessary training can be obtained without interfering with his ordinary duties. If successful, he will not be remustered immediately but the result will be shown as an extra trade qualification. An airman who has qualified in an extra trade will be allowed to take the reclassification examination for that trade.

(*b*) Vacancies in the establishments of specialist trades will be filled at the discretion of the Officer i/c Records and Training Officer (Medical) by airmen who have successfully completed the specialist training at (*a*) or who hold the necessary classification in an extra trade.

(*c*) A N.C.O. may present himself for trade test in any other trade under the conditions laid down in (*a*) and, if successful, will be shown as "extra qualified" as in (*a*). This includes the examination for dispenser required for promotion to warrant officer in para. **492,** clause 2 (*b*); to count for this purpose the N.C.O. must obtain the pass marks required for leading aircraftman.

4. The Officer i/c Records will keep a roster of all airmen accepted for training under para. **472,** clause 3, who qualify for remustering, and will, as vacancies occur in their respective trades, fill the vacancies from the roster by remustering.

5. All remustering will require the prior approval of the Officer i/c Records, except for an airman passing out of a school of technical training who is being remustered to the trade for which he was posted for training by the Officer i/c Records.

6. A warrant officer will be remustered only with the authority of the Air Council.

7. The remustering of an airman who passes the necessary test will, provided a vacancy exists, take effect from the date of so passing. If no vacancy exists the airman will be placed on a roster by the Officer i/c Records until his turn arrives for remustering; in this event the remustering will take effect from the date of the vacancy.

8. When, in consequence of a medical officer's report under para. **1446,** clause 2 (*g*), an air or other officer commanding recommends the remustering of an airman to another trade in preference to his being

Digitized by Google

discharged from the service, full details of the airman's medical condition will be stated in the application to the Officer i/c Records.

9. When an airman who is mustered as armoured car crew ceases to be employed with armoured cars from any cause except misconduct or inefficiency he will, if so recommended, be remustered to armourer, group II, to driver (petrol), group V, or to aircrafthand, group V, according to his qualifications and recommendations, or, subject to clause 1, to any other trade for which he is qualified. An airman who has been advanced in classification or promoted to corporal, while mustered as armoured car crew, will be allowed to retain that classification or rank on remustering to his original trade, subject to a confirmatory examination (except for an aircrafthand) approximately 3 months after joining his new unit for duty.

10. *See* para. **504** as to remustering for inefficiency and para. **508**, clause 8, as to failures of airmen to obtain pass marks in trades of group M.

497A. Examination for Reclassification to Leading Aircraftman at Home and Abroad.—1. The examination for aircraftmen, 1st class, recommended for reclassification to leading aircraftman will, for trades other than that of flight mechanic, consist in the first instance of a written test. The examinations will be held as follows:—

Second Tuesday in March—Overseas.
Second Tuesday in June—Home.
Second Tuesday in September—Overseas.
Second Tuesday in December—Home.

2. (*a*) Nominal rolls of airmen recommended for the examination should, for units at home, reach West Drayton not later than the first day of the month in which the examination will be held and for units abroad not later than 15th of January and 15th of July. The names of airmen of the trade of flight mechanic recommended for reclassification to leading aircraftman will also be included in the nominal rolls and the president of the Central Trade Test Board will make the necessary arrangements for them to appear at West Drayton for examination.

(*b*) An airman who is detailed for draft and who would not be present in the unit on the date of the written test will be included if he is on the strength of the unit when the nominal roll is compiled. A note will, however, be inserted against his name to the effect that he is detailed for draft, together with the name of the command to which he is drafted. The Central Trade Test Board will, without further recommendation, arrange for him to take the next examination held in the new command. Any subsequent alteration to the roll will be notified to the Central Trade Test Board so that the despatch of examination papers can be adjusted accordingly.

(*c*) The result of the written examination will be forwarded by the president of the Central Trade Test Board at the earliest possible moment by ordinary mail to commands at home and by W/T signal to commands overseas. Confirmation of the W/T signals will be forwarded by ordinary mail.

(*d*) Should an airman whose name has been submitted for the written examination be unable, by reason of sickness, detached duty or other cause not within his own control, to sit for this examination, his name may

Digitized by Google

be submitted to the Central Trade Test Board, with a statement of the circumstances which prevented his taking the examination on the normal date. Nominal rolls will be submitted to the Central Trade Test Board as follows:—

Units abroad.—By 15th April and 15th October. Papers will be forwarded for these airmen to take the examination on the second Tuesday in June and December.

Units at home.—By 1st March and 1st September. Papers will be forwarded for these airmen to take the examination on the second Tuesday in March and September.

3. The examination papers will be set and forwarded by the Central Trade Test Board to A.Os.C. who will, on completion of the examination, return them to the board as early as possible for correction and marking. The C.O. of any station at which the examination is held will detail a serving officer to take charge of the examination centre and will provide such additional assistance as may be necessary to secure adequate supervision.

4. An aircraftman, 1st class, who obtains less than 70 per cent. of the marks in this written examination will not be eligible to take the remainder until, at a subsequent written examination, he reaches the qualifying standard.

5. The president of the Central Trade Test Board will arrange for serving airmen at home who obtain a minimum of 70 per cent. to appear at West Drayton for the remaining part of the test. Airmen serving abroad who have similarly qualified will be examined by the trade test board convened in accordance with para. 499. Should an airman fail to qualify within 12 months, he will be required to requalify in the written examination.

6. Only the results of the complete examination for reclassification to leading aircraftman will be entered on the certificate of service (Form 280) and promulgated in the unit casualty form. The results of the written examination, if 70 per cent. or over, will be entered on Form 167 (one card and two flimsies) which will be retained in the airman's service documents. The forms will be forwarded to the president of the Central Trade Test Board (home units only) or to the president of the trade test board (overseas units) when the airman takes the remaining part of the examination.

7. Care should be taken to ensure that an airman preparing for the examination is not detached to a unit at which the necessary books are not available or facilities for study do not exist, unless this is unavoidable. If at the time his examination is due, the exigencies of the service make it necessary for an airman to be detached to a unit where there are no examination facilities, the practicability of transporting him to the nearest examination centre must be given careful consideration.

498. The Central Trade Test Board.—1. The Central Trade Test Board will be responsible for the following duties:—

(*a*) Testing applicants for enlistment in trades in groups I to IV. For musicians and group M (medical branch) the board will act in conjunction with the Director of Music and the Training Officer of the medical branch respectively. For enlistment into

Digitized by Google

the dental branch the board will act with the Training Officer and in conjunction with the dental officer authorised by the Director-General of Medical Services. The board will recommend the acceptance of recruits according to the results of the tests;

(*b*) Testing and classifying apprentices, boy entrants and aircraftmen passing out from schools or other units where airmen are specially placed under training;

(*c*) The technical examination of acting sergeants (except in the medical and dental branches and musicians) for confirmation in that rank, and also of sergeant pilots for confirmation in rank and trade;

(*d*) The technical examination of warrant officers, flight sergeants and sergeants (except in the medical and dental branches) for remustering to a trade in another group (*see* para. **497**, clause 2, as to examinations abroad);

(*e*) The trade testing of all—

(i) airmen at home, for remustering — except to the medical and dental branches or to musician;

(ii) airmen at home, for reclassification from aircraftman, 1st class, to leading aircraftman, and
(iii) airmen at home, for efficiency — except for the medical and dental branches.

(*f*) Setting and marking the papers for the written examination for reclassification to leading aircraftman of all airmen abroad.

2. *Deleted.*

3. Members of the Central Trade Test Board will be exempt from all station routine duties if visiting other stations. They may, however, be employed on station routine duties when at their own station, but only if they can be made available for such duty by the President, Central Trade Test Board. C.Os. will ensure that all candidates undergoing examination for remustering and reclassification by the Central Trade Test Board are available at all times during the course of the examination.

4. (*a*) The constitution of the board will be as follows:—

President—Of the rank of flight lieutenant or above.

Members — Not less than two—junior to the president and not below the substantive rank of sergeant. At least one member will be of commissioned rank.

Not more than one member of the board (including any officer or airman co-opted under sub-clause (*b*)) may belong to the candidate's unit.

(*b*) When a candidate appears before the board for examination in a trade in which the president considers that no member of the board is qualified to examine, the president will apply to the C.O., Reception Depôt, for the services of a suitably qualified officer (junior to the president) or airman (not below the substantive rank of sergeant) to assist in the examination. The C.O., Reception Depôt, will forward the application to the candidate's A.O.C.

Digitized by Google

499. Trade Tests Abroad.—Abroad, trade test boards will be convened under arrangements made by the A.O.C. for the purpose of examining—

(*a*) aircraftmen, 1st class, for reclassification to leading aircraftman, if qualified in the written examination (for exemptions *see* para. **497A**);
(*b*) airmen for remustering;
(*c*) acting sergeants for confirmation in rank (*see* para. **494**).

Trade tests will be conducted as laid down in para. **502.** The constitution of the board is left to the discretion of the A.O.C., but normally should consist of—

President—Not below the rank of squadron leader.
Members—Two officers, of whom one should have some knowledge of the trade or trades concerned. Two warrant officers or N.C.Os. of the trade concerned.

One member of the board but not more must belong to the candidate's unit.

500. Local Trade Test Boards.—1. Local trade test boards at home and abroad will be convened by the A.O.C. as may be necessary, and will be responsible for the examination of all airmen for reclassification from aircraftman, 2nd class, to aircraftman, 1st class. The method of testing will be at the discretion of A.Os.C. The qualifying standard will be in accordance with A.P. 1112, but an airman who obtains 80 per cent. or over will not be reclassified to leading aircraftman until confirmation by further examination under para. **497A** or **499** as applicable.

2. The composition of local trade test boards at home and abroad will be left to the discretion of A.Os.C., and will be carried out at stations under station supervision. The minimum constitution of a board will be as follows:—

President—One officer.
Members—A warrant officer or N.C.O.

The officers or N.C.Os. comprising the board will not belong to the candidate's squadron (or section, in the case of large units such as Henlow and Halton).

501. Documents and Records of Trade Examinations.—1. Only the two flimsies of Form 167 will be prepared by the unit for airmen recommended for examination for reclassification from aircraftman, 2nd class, to aircraftman, 1st class. At the conclusion of the examination at the unit, the forms will be completed on the reverse side and one flimsy will be retained in the airman's certificate of service (Form 280), the other being forwarded to the Officer i/c Records. The result will be noted on the airman's Form 280.

2. When airmen are recommended for reclassification to leading aircraftman, Forms 167 will be prepared in triplicate and dealt with as directed in para. **497A,** clause 6.

3. When an airman, on completion of a course of training, is examined by the Central Trade Test Board and is considered suitable as an instructor, a note to this effect will be made in the space for remarks on the reverse of Form 167.

Digitized by Google

4. Entries on the flimsies and card copy of Form 167 may be made by the use of hand carbons with indelible pencil, the card copy being placed below the flimsies. The original flimsy copy will be forwarded to the Officer i/c Records. Care must be taken to ensure that all writing is legible and that figures are distinct on all copies. Stamped signatures must on no account be used.

502. Conduct of Trade Tests.—1. In normal circumstances, the test given by all examining boards will consist of a written examination, *viva voce* examination and the practical tests laid down in A.P. 1112.

2. The C.O. of the station at which the examining board is sitting will ensure that the necessary stationery and writing materials are available, as well as accommodation for the requisite number of candidates.

3. The time allowed for the written examination will normally be three hours, and some choice of questions will be permitted.

4. For administration examinations, candidates will not be allowed to bring any books, papers, &c., with them except at the discretion of the examining board.

5. Candidates will not be permitted to leave the examination room, except under supervision, until their papers are handed in.

6. The president of the examining board will be responsible that the necessary members to supervise the examination are present during the whole of it, one of these being an officer or warrant officer.

7. On the conclusion, the papers will be handed in and marked as opportunity occurs.

8. The practical tests will be carried out in accordance with A.P. 1112, it being borne in mind that the tests therein outlined are intended to act as a guide to the board and to provide a field of selection.

9. All records of trade tests (including question and answer papers, and test jobs, where possible) will be kept for one year at the unit or station where the test is held, except the question and answer papers for the written test for reclassification to leading aircraftman which will be retained by the Central Trade Test Board. Action will then be taken in accordance with para. **2199**.

503. Medical and Dental Branches.—Trade Tests.—1. Trade tests for the promotion, reclassification and remustering of airmen in group M (*see* para. **472A** as to dental mechanics) will be held every three months, beginning on the third Monday in February, May, August, and November. The August examination, however, will be held for confirmation in the rank of sergeant only.

2. Form 182 will be used whenever an airman employed on medical or dental duties undergoes a trade test. It will be prepared in triplicate by the airman's C.O. (by the method prescribed for Form 167 in para. **501**, clause 4), the front portion being completed, and the three copies forwarded as follows:—

(*a*) For airmen at home—direct to the Training Officer (Medical), not later than the 10th day of January, April, July and October.

(*b*) For airmen abroad—to the A.O.C., not later than the 1st day of January, April, July and October for transmission to the Training Officer (Medical).

Digitized by Google

A.Os.C. abroad will also inform the Training Officer (Medical) by signal of the number of candidates who are expected to attend in each subject, in order that the examination papers may be despatched by post in time for the examination.

2A. After scrutiny of Forms 182 received from units at home, the Training Officer (Medical) will determine the number and composition of the examining boards required and the most suitable examination centres; he will forward this information to the A.O.C.-in-C., Training Command, and will also inform the A.Os.C. concerned of the centres at which airmen under their command should attend for examination. The A.O.C.-in-C., Training Command, will make arrangements for the conduct of the examinations, detailing the president and members of the examining boards as required by A.P. 1112 in the light of the information supplied by the Training Officer (Medical). One or more of these officers, as necessary, will preside at the written examination. The boards will conduct and mark the oral and practical parts of the examination and forward the marks allotted to each candidate together with the answers to the written examinations to the Training Officer (Medical). When airmen are being examined for inefficiency under para. **504**, clause 9, the board will also mark the written part of the examination.

2B. Dental airmen serving at home will be examined at the dental centre, Uxbridge.

3. The procedure detailed in clause 2A will be followed in commands abroad, except that the number and constitution of the boards and the places of examination will be determined locally.

3A. Unless there is any special reason to the contrary the tests, with the exception of that for dental mechanic (for which a practical test only will be set), will consist of a written examination and an oral and practical examination in each subject. In para. **388** and A.P. 1112 are given detailed instructions for the various tests for promotion, reclassification and remustering of medical and dental airmen; each subject in each examination has been designated by a letter and six questions in each subject will be set in the written examination. Of these the first three will be compulsory, but candidates will be required to answer only two out of the remainder. Normally the time allowed for each subject of the written examination will be three hours. At least five questions will be asked in each subject in the oral examination.

4. The Training Officer will arrange for the setting of the written question papers and will submit these for approval by a board of medical or dental officers appointed by the Director-General of Medical Services. He will arrange for the marking of the written examination papers and will obtain the assistance of officers who have special knowledge of the subjects of the examination in question. The oral and practical parts of the examination will be carried out by locally appointed examination boards.

5 and 5A. *Deleted.*

6. The syllabus and subjects of the examinations, the preliminary qualifications which a candidate must hold, and details of the standard required to secure a "pass" are laid down in paras. **490** to **492**, and in A.Ps. **965** and **1112**.

Digitized by Google

7. On the conclusion of an examination the Training Officer will complete the reverse portion of Form 182 and dispose of the copies as follows:—

(*a*) One flimsy will be sent to the Officer i/c Records.

(*b*) One flimsy will be sent to the competent medical authority who will arrange for the result to be recorded on the airman's certificate of service and published in a casualty form. This flimsy will be retained in the airman's certificate of service.

(*c*) The card will be filed by the Training Officer.

8. If a candidate fails to obtain pass marks, the Training Officer will furnish his recommendations as to the amount of further training he should undergo before being permitted to attend for re-examination. If a candidate fails in three successive examinations, the Training Officer will decide whether he shall be allowed to undergo any further training in the trade concerned.

9. *See also* para. **485**, clause 4, as to failure of an airman to attain the standard applicable to his existing classification at a trade test for reclassification.

504. Reduction, Reclassification and Remustering for Misconduct or Inefficiency.—1. The Air Council, and on active service, the officer commanding-in-chief in the field (whether he be an officer of the R.N., Army, or R.A.F.) and any flag, general, or air officer whom the Air Council or such officer commanding-in-chief may appoint, may reduce any warrant officer or N.C.O. to any lower grade, or to the ranks, either for misconduct or inefficiency.

2. The Air Council and, on active service, any such officer as described in clause 1, may order the reclassification of an aircraftman within his group for inefficiency.

3. The Air Council may, with or without reduction or reclassification, remuster any warrant officer, N.C.O. or aircraftman to another trade or group for inefficiency.

4. Any order for reduction or reclassification will state whether such reduction or reclassification is for misconduct or inefficiency, and, when reduction is to the ranks, the class in the ranks to which the airman is reduced.

5. A warrant officer or N.C.O. who is sentenced by court martial to be reduced to the ranks shall be deemed to be reduced to the highest classification in the ranks which he held prior to promotion to N.C.O. rank.

6. A warrant officer or N.C.O. deemed to be reduced to the ranks, where sentenced by court martial to penal servitude, imprisonment, detention or field punishment, shall be deemed to be reduced to the highest classification in the ranks which he held prior to promotion to N.C.O. rank.

7. Where an airman is reduced or reclassified under clause 1, 2 or 3 he shall not be reduced or reclassified to a rank or class in the ranks actually or relatively lower than that in which he originally enlisted in the R.A.F., or, if he transferred from the naval or military forces, to a

Digitized by Google

rank or class in the ranks which, in the opinion of the Air Council, is inferior to the rank or class in the ranks in which he was placed on joining or enlisting in the naval or military forces.

8. Save where in exceptional circumstances the Air Council so direct, an airman will not be remustered to a trade in a group below that in which he originally enlisted unless he voluntarily consents in writing to be so remustered (*see* para. **2132**, clause 14, as to recording the consent).

8A. Where disciplinary action has been taken against an airman whose trade efficiency is not in question, or who has passed the appropriate trade test, but whose C.O. is nevertheless satisfied that the airman is unsuitable for continued employment in his trade, the airman will be informed accordingly and given the opportunity of making a statement on his own behalf. The C.O. will then submit his recommendation, accompanied by any statement the airman may have made, through the usual channels to the Air Ministry (copy to officer i/c Records) for consideration.

9. If an airman with more than six months' service is considered by his C.O. to be inefficient in his trade or in his rank he will be reported to the air or other officer commanding, who will cause the airman to be examined by the Central Trade Test Board (or, if an airman of the medical or dental branch, as laid down in para. **503**), if his knowledge as a tradesman is in dispute. If the board reports adversely on the airman, the air or other officer commanding (if he has not power to dispose of the case under clause 1 or 2) will refer the matter to the Officer i/c Records for transmission to the Air Ministry, stating whether he recommends that the airman—

(*a*) should be reduced in rank or to a lower class in the ranks within his present group and trade; or

(*b*) should be remustered to another trade in which he is considered qualified and suitable in his existing rank, and provided a vacancy exists; or

(*c*) should be discharged.

If a C.O. recommends an airman's reduction he will inform the airman accordingly and give him the opportunity of making a statement on his own behalf. The report to the Officer i/c Records will invariably be accompanied by—

(i) the proceedings of the board, together with Form 167 (or Form 182, if applicable);
(ii) Form 200;
(iii) certified copies of Forms 120, 121 and 125;
(iv) the airman's consent to be remustered, if applicable;
(v) any statement which may have been made by an airman whose reduction is recommended.

The president of the locally appointed examination board, in the case of airmen of the medical or dental branch, should forward the card copy of the Form 182 to the Training Officer (Medical) to be dealt with as laid down in para. **503**, clause 7 (*c*). Similar action (omitting the trade examination) will be taken by the air or other officer commanding in respect of an airman whose knowledge as a tradesman is undisputed.

10. If an airman with less than six months' service is considered by his C.O. to be unlikely to become an efficient airman he will submit the

Digitized by Google

recommendation for discharge, together with service documents, direct to the Air Ministry, transmitting copies of the recommendation simultaneously to the group commander, who will make representations to the Air Ministry, should he not concur with the recommendation of the C.O., at the same time advising the airman's C.O. of the action taken.

11. A case of continued general misconduct, which cannot be dealt with by a court martial, will be reported to the air or other officer commanding who will make a thorough investigation of the complaint. If the air or other officer commanding is unable to dispose of the case on his own authority he will make such recommendations to the Air Ministry as may seem to him desirable. Where a C.O. makes a report under this clause on a warrant officer or N.C.O., he will inform the airman accordingly and give him an opportunity of making a statement on his own behalf. His report will be accompanied by the documents described in (ii) and (iii) and (v) of clause 9.

12. *See* paras. **496 and 1142** as to reversions from acting appointments.

505. Voluntary Reversions.—1. Subject to the recommendation of the C.O. and the approval of the competent authority, a warrant officer or N.C.O. may resign his rank and revert to such lower rank as the approving authority may direct.

2. The approving authority for warrant officers is the Air Council; and for N.C.Os. the air or other officer commanding concerned.

3. Where the application to revert to a lower rank is for the purpose of escaping trial by court martial, the circumstances must be fully notified to the approving authority.

506. Airman Pilots.—1. (*a*) The C.O. of any establishment at which apprentices, boy entrants or other airmen are under instructions will call for volunteers, for training as airman pilots, from amongst the pupils, one month before the termination of the course. A notation that an airman has volunteered, or has both volunteered and been specially recommended, will be made on the certificate of service in accordance with para. **2132**, clause 16 (*c*). The actual recommendation for training as airman pilot will rest with the C.O. of the unit in which the airman is serving after completing his training.

(*b*) C.Os. of all units will annotate the certificate of service of all airmen serving under their command who are eligible to be recommended and are considered suitable for training as airman pilots. The notation will be made on 31st December of each year, or when the airman concerned is posted to another unit, and will take the form prescribed in para. **2132**, clause 16 (*c*).

(*c*) C.Os. will ensure that airmen whose certificates of service they propose to annotate under sub-clause (*b*) receive not less than three hours' flying as passengers during the 12 months preceding annotation. This flying is intended to test the air sense of the airman concerned and, before annotation, C.Os. should give careful consideration to the reports they receive on such tests.

2. A N.C.O. not above the rank of sergeant or a leading aircraftman in groups I, II, III and IV, will be eligible for selection to qualify as pilot, subject to his fulfilling the following conditions:—

Digitized by Google

(*a*) He must, at the time of commencing training, be below the age of 25.

(*b*) He must be passed medically fit by a medical board at home or by the headquarters medical board abroad.

(*c*) He must be recommended by his C.O., interviewed and reported as suitable by an officer not below the rank of group captain, and recommended by the air or other officer commanding. A notation that an airman has been recommended by the air or other officer commanding will be made on the certificate of service, in accordance with para. 2132, clause 16 (*c*).

(*d*) Prior to commencing training, he will be required to execute such extension of service or prolongation of engagement as will leave at least six years' regular air force service remaining at the time of commencing training.

(*e*) At the time of commencing training he must, if entered as an apprentice, as a boy entrant or as a skilled recruit in a trade in groups I to IV, have rendered over two, but under five, years' man service after the completion of trade training (or disciplinary training, if trade training is not undergone): if remustered from a trade in group V he must have rendered over one year's, but under five years', service in the trade in the higher group to which he has been remustered. This sub-clause will not apply to an airman who has completed two years' service after qualification as air observer.

(*f*) For the purpose of determining eligibility for recommendation, the "time of commencing training," referred to in sub-clauses (*a*), (*d*) and (*e*) will be taken as 1st April or 1st October next following the date on which recommendations are due at the Air Ministry.

Air or other officers commanding will obtain from units and forward, so as to reach the Air Ministry by 1st April and 1st October in each year, a list of airmen recommended for selection for training as pilot; the list will be arranged in order of recommendation and a copy will be forwarded confidentially at the same time to the Officer i/c Records. When forwarding recommendations, C.Os. of units will ensure that all airmen whose documents have been annotated in accordance with para. 2132, clause 16 (*c*), are considered, if eligible and still thought to be suitable. An airman who has been recommended previously, but whose definite selection for training has not been notified by the date on which further recommendations are due, should be recommended again if he remains eligible and it is desired that he should still be considered. The medical officer will make a preliminary examination, using Form 42, to determine the airman's fitness to appear before a medical board. A further Form 42 will be prepared only when the medical officer considers that the airman's condition has materially altered since the original was completed. The standard of medical fitness required will be "A1B" (as defined in para. 1434). The medical officer will complete the certificate on the form of recommendation (Form 494). The names of airmen previously rejected by a medical board as unfit will not be re-submitted: those found temporarily unfit will not appear for re-examination until after the stated period of temporary unfitness. An airman once passed fit by the board will not be sent for re-examination if in the opinion

Digitized by Google

of the medical officer of the station he is still fit to undergo training. The C.O. will complete the requisite information in regard to the candidate on the form of recommendation (Form 494). Each airman should then be interviewed by an officer not below the rank of group captain who should record his remarks on Form 494 which, together with a statement of the airman's service on Form 200, will accompany the return to the Air Ministry.

2A. An airman selected to undergo flying training will be examined, Form 42 being used, if more than three months have elapsed since he was found fit to fly by the medical board, or if the medical officer of his unit considers that subsequent injury or sickness may have affected his fitness for flying. This examination will take place at the service unit immediately before he leaves for the flying training unit.

3. An airman pilot will not be permitted to purchase his discharge during the period of service referred to in clause 2 (*d*) or in para. **506A.**

4. During his period of training an airman will receive pay in accordance with para. **3458,** and on passing out of a flying training school will be eligible for the award of a "distinguished pass" or of a "special distinction" under similar conditions to those laid down for officers in para. **377.**

5. On the completion of his training an airman will be promoted to sergeant (if not already holding that rank), notwithstanding that he may not have passed the educational examination for sergeant, and will be remustered as pilot. He will then be paid at the special rate for pilots appropriate to his original trade group as laid down in para. **3447.**

6. Airman pilots who do not already hold the rank of sergeant will be promoted to that rank on passing out, and will take precedence among themselves according to their order on the passing-out list.

6A. When an airman below the rank of sergeant, under training as airman pilot, fails to qualify in any of the intermediate ground subjects on re-examination, he will, if qualified in all other respects as a service pilot, be dealt with as follows:—

(*a*) Be remustered as an airman pilot (on probation) and promoted to sergeant in accordance with clause 5.

(*b*) Be confirmed as an airman pilot with effect from the date on which he passes a test in the subject (or subjects) in which he has previously failed and take precedence among other airman pilots as though his promotion to sergeant bore the same date.

Service as airman pilot (on probation) will not count for progressive pay on the pilots' scale under para. **3449** unless followed by confirmation within a period of six months from the date of remustering to airman pilot (on probation).

7. An airman pilot will wear the flying badge when duly authorised (*see* para. **198**) and, on qualifying as a service pilot, will be posted to fill a vacancy in the establishment of a suitable unit for employment on full flying duties. He will perform the normal duties of his rank in addition to his flying duties, except that he will be exempt from the following duties:—

Digitized by Google

(*a*) Fire party.
(*b*) Sergeants' mess caterer.
(*c*) Conducting duties in connection with drafts.
(*d*) Working party duty, other than of a technical nature.

In addition to carrying out full flying duties as pilot and observer, an airman pilot may, at the discretion of his C.O., be employed to assist the officers posted for technical duties such as armament, photographic and navigation duties, and will be eligible to attend short technical courses in armament, navigation, signals and photography, and when so qualified may be posted for such duties in addition to flying duties. An airman pilot will not, however, be selected for a short course within two years of the completion of his normal period of employment as pilot.

7A. An airman pilot (including an airman under flying instruction) whilst serving as such will be medically examined in the same circumstances and under the same procedure as that laid down for an officer in paras. **1443** and **1444.**

8. An airman pilot, although remustered as pilot on completing his flying training, will remain on the roster of his previous rank and trade. If before such remustering he held the rank of sergeant, he may be promoted to flight sergeant in his turn on the roster. If he held a rank below sergeant, he will be placed on the sergeants' roster for his trade as soon as—

(i) He has passed the appropriate trade examination and the educational examination for promotion to sergeant as laid down in para. **490.** The trade examination will be held at the same time as the examination for acting sergeants (*see* para. **494**).
(ii) He has been recommended by his C.O. for the rank of sergeant in his trade.

After he has been placed on the sergeants' roster for his trade he may be promoted to flight sergeant in his turn on that roster.

9. It will be the duty of C.Os. to give all opportunities possible to airman pilots both for theoretical study and for practical experience in their trade to assist them not only to obtain the qualifications mentioned in the preceding clause, but also to maintain efficiency in their basic trades. In considering airman pilots for promotion to flight sergeants, regard will be had primarily to their trade qualifications for that rank; only in quite exceptional circumstances will they be promoted purely in respect of their qualifications as pilot.

10. Except for an airman employed as a flying instructor under para. **506A,** the normal period of service as pilot will be six years, reckoned from the commencement of his training. On completion of six years' service under training and in employment as pilot, airman pilots will normally be remustered to their trades. The period of flying service will normally exclude any time during which the airman may have been remustered to his basic trade on account of temporary medical unfitness but any case in which the period of flying service so determined would extend beyond the date on which the airman's current engagement is due to expire will be referred to the Air Ministry. Recommendations that an airman pilot in exceptional circumstances should not be so remustered will be considered by the Air Ministry on their merits.

Digitized by Google

11. At the expiration of his flying service, an airman pilot will be remustered to the trade which he held prior to qualification, but will retain the substantive rank to which he may have been promoted on or subsequent to his qualifying as a pilot.

11A. If for any reason an airman pilot is remustered before the expiration of his flying service the circumstances will be reported forthwith to the Air Ministry through the usual channels in order that the question of retention of rank or of reversion to a lower rank may be considered on the merits of each individual case; should the Air Ministry decide that the airman shall revert to a lower rank the reversion will at once be promulgated in unit casualty forms and will take effect from the date of promulgation.

12. When an airman pilot has been medically unfit for flying duties for a continuous period of two months, and has not then completed his full period of flying service, his C.O. will remuster him to his basic trade, provisionally in the rank held by him as airman pilot, with effect from the day following the completion of two months' absence from flying duties. If the airman's medical unfitness for flying duties is directly attributable to service, and there is no reasonable probability of his return to flying duties, the Air Ministry may decide that remustering shall be postdated by a period of one month. If and when an airman is again found medically fit for flying duties the fact will be reported to the Air Ministry (by signal if he is serving overseas) with a view to his being remustered as an airman pilot. Remustering, when authorised, will take effect from the date of resuming flying duties, which will be reported to the Air Ministry. *See* para. **506B**, clause 4, as to directly-entered airman pilots.

13. An airman pilot remustered to his trade will, during the remainder of the regular air force portion of his existing engagement and during any extension of such period or prolongation of engagement, remain liable for employment as pilot in emergency and will keep in flying training. In such cases the casualty form entry promulgating the remustering will contain a statement that the airman is to be retained in flying practice, and a note to this effect will be made on his certificate of service. An entry in the casualty form and note on the certificate of service will similarly be made when the airman ceases to be liable for flying duty in emergency. These notations will be made in the space headed "Casualties . . . . . Mentions, &c." at the foot of page 4. C.Os. will ensure that such airmen, in addition to carrying out their normal duties, maintain themselves in regular flying practice under the general conditions of para. **695**, and carry out as much flying as possible, and in any case not less than five hours' flying each quarter. *See* para. **1446**, clause 2 (*m*), as to annual medical examination.

14. *See* para. **3461** as to flying bounty of an airman pilot remustered to his trade.

15. Should an airman pilot be reduced below the rank of sergeant for any cause, he will be removed from flying duties and will be remustered to his normal trade by the Officer i/c Records and posted for duty in that trade.

16. An airman transferred to the reserve on the completion of the regular portion of his engagement will, if fit for flying duty, be remustered

Digitized by Google

to airman pilot in the reserve. An airman, whose engagement does not include any period of reserve service, will on discharge be invited to enlist in the reserve as an airman pilot if fit and required for such duty. The conditions of service in the reserve are laid down in Regulations for the R.A.F. Reserve.

17. An airman who, having been an airman pilot,* is accepted for re-engagement will keep in flying practice and will remain liable for employment as pilot in emergency until he attains the age of 42 years or is promoted to warrant rank, whichever occurs first. It will, however, be within the discretion of an air or other officer commanding, on the recommendation of a C.O., to decide at any time that an airman shall no longer be retained in flying practice if evidence that he has ceased to be an efficient pilot is forthcoming.

17A. An airman who, having been an airman pilot and remustered to his basic trade, is employed as an armament instructor after qualification on the senior armament instructors' course, may be retained in flying practice throughout the period of such employment.

18. A pilot will be designated on all official documents as "Pilot (carpenter)" or "Pilot (armourer)," &c., according to his trade mustering on being accepted for training as pilot. A pilot who has been remustered to his basic trade and is required to keep in flying practice will be designated as "Carpenter (pilot)" or "Armourer (pilot)", etc.; when for any reason he ceases to be liable to keep in flying practice he will be formally remustered to his basic trade and "(pilot)" will no longer be used in his designation.

19. The tour of duty abroad of an airman pilot will be as laid down in para. 590, clause 2.

20. (*a*) An annual report on the flying ability, &c., of all airman pilots borne on the strength of a unit on 31st July will be prepared on Form 162 in triplicate and forwarded on 1st August each year through the usual channels to group headquarters at home or command headquarters abroad, where one copy will be retained. The remaining copies will be forwarded to the Officer i/c Records who will retain one copy and forward the other to the Air Ministry. In addition to the annual reports, reports will be rendered as fully as possible on all airman pilots when they are remustered to their trade, transferred to the reserve or discharged during the "report" year. Full reports need not be furnished for airman pilots who remustered to their basic trades or become non-effective between 1st August and 1st December, but the number of hours flown during the period from 1st June to the date of cessation of flying duties will be reported.

(*b*) The C.O. on whose strength the airman pilot is borne on 31st July will himself report on the airman unless he feels that he has not sufficient

* Clause 17 applies to an airman who was accepted for training as a pilot after 10th December, 1936. With the substitution of "38" for "42" it applies to an airman who was accepted for training as a pilot on or before that date but after 16th August, 1934. For an airman who was accepted for training on or before 16th August, 1934, the liability extends for a period of 4 years from the date on which he is remustered to his basic trade. Airmen to whom clause 17 does not apply may however make application to be retained in flying practice under that clause, as prescribed in A.M.Os. A.203/34 and A.295/36.

Digitized by Google

knowledge of him to render a report, in which case he will forward a statement to that effect. Reports need not be rendered on airman pilots undergoing initial flying training, Form 1587, rendered at the conclusion of the course, being accepted in lieu.

(*c*) If an airman pilot is posted to or from the home establishment or from one command abroad to another on or after 1st February, the C.O. of the previous unit will immediately complete the report in triplicate and forward all three copies through the usual channels to the Officer i/c Records, who will check the particulars and forward all three copies of the form to the airman's new unit for ultimate transmission with the annual report.

(*d*) If an airman pilot is posted from one unit to another at home or in the same command abroad on or after 1st February, the C.O. of the previous unit will forward a report through the usual channels to the C.O. of the new unit for attachment to, and ultimate transmission with, the annual report.

21. Unit commanders will communicate through the headquarters of the group at home or command abroad on the following matters so far as they affect airman pilots:—

(*a*) Movements and postings.
(*b*) Training questions.
(*c*) Technical matters regarding flying.
(*d*) Reversion from, or extension of, flying service.

506A. Airman Pilots—Training and Employment as Flying Instructors.

1. Air or other officers commanding will forward annually, so as to reach the Air Ministry not later than 1st December, a list of airman pilots recommended for selection for training as flying instructors; the list will be arranged in order of priority of recommendation. Airmen will not be recommended unless they—

(*a*) are medically fit for full flying duties;
(*b*) will on 1st December have served as airman pilots for at least 3 years from the date of their qualification as service pilots, and
(*c*) have intimated in writing their willingness to accept the conditions laid down in clauses 2 to 4 and in para. **506**, clause 17.

For the purpose of these recommendations, an airman who has been posted away from a group at home or command abroad within six months of the date on which recommendations are due to the Air Ministry will be regarded as still on the strength of the former group or command.

2. Airmen selected from the lists will be posted for the flying instructor's course; if unsuccessful in passing the course, they will be re-posted to units to complete the remainder of their normal period of flying service; if they are successful, their period of flying service will be extended—

(*a*) to a total of 8 years from the date of commencing flying training, or
(*b*) if their flying service has already been extended, to a period of 8 years plus the extension already taken.

They will normally be employed as flying instructors for the remainder of their flying service. If extension under (*a*) or (*b*) will leave an airman with less than a year to serve in the regular air force, his flying service will be further extended until the expiration of his engagement.

Digitized by Google

3. On successfully passing the course, an airman will, if necessary, be required to execute such an extension of regular air force service as will enable him to complete the full period of flying service specified in clause 2.

4. When an extension under clause 3 would cause an airman's engagement to exceed a total of 12 years' service, he will be required to prolong his engagement, as from the date of posting for flying instructor's duties, for such a period as will enable him to complete 3 years' regular service, followed by 4 years' service in the reserve. This prolongation will not prejudice any prospects he may have of being re-engaged to complete 24 years' service.

506B. Directly-Entered Airman Pilots.—1. Airmen specially enlisted for training as pilots will be classified as leading aircraftmen while under training. On satisfactory completion of training they will be promoted to sergeant but will be strictly on probation until confirmed in rank. They will be eligible for confirmation when they have completed 6 months' satisfactory probation in the rank. While on probation their position will be junior to that of all other sergeants, but they will take precedence amongst themselves in accordance with the date of their promotion and their order on the passing-out list. On being confirmed in rank they will take precedence amongst other sergeants according to the date of their confirmation.

2. Should a directly-entered airman pilot be not recommended for confirmation at the expiration of the probationary period, the Air Ministry will decide whether that period shall be extended or whether he shall be discharged.

3. Should a directly-entered airman pilot holding the rank of sergeant be reduced below that rank for any cause he will be discharged.

4. Directly-entered airman pilots who become temporarily medically unfit for flying duties will be employed in their units to the best advantage on general station duties. Para. **506**, clause 12, will not apply to them.

506C. Return of Airman Pilots in accordance with Establishment.—When rendering Form 449 in respect of officers in accordance with para. **334**, each unit at home and abroad will include all airman pilots who are on the strength of, or attached to, the unit.

507. Air Gunners (Full-Time).—1 to 3. *Deleted.*

4. C.Os. must ensure that airmen employed as full-time air gunners have adequate opportunity to retain skill in their trades so that they may be competent to carry out their duties in those trades on reversion. The airmen will revert to their trades on promotion to the rank of sergeant or on appointment to the acting paid rank of sergeant. They will also revert to their trades in the rank of corporal—

(*a*) on posting overseas, unless such posting is to a full-time air gunner's vacancy (subject, as regards the issue of duty pay, to para. **3455**, clause 2);

(*b*) on being found medically unfit to fly; or

(*c*) if their C.O. considers them inefficient or otherwise not suited to carry out their duties as air gunners;

Digitized by Google

but they will not be permitted to revert at their own request until they have completed two years' service as air gunners. On reversion under (*a*) or after two or more years' service as full-time air gunners, or by reason of promotion or appointment to the rank of sergeant, they will be remustered as part-time air gunners.

5. The trade of airmen employed as full-time air gunners will be "air gunner," the basic trade being recorded in brackets, e.g. "air gunner (fitter A.E.)."

508. Air Gunners—Airmen Qualified as.—1. An airman of any group or trade will be eligible to qualify as an air gunner, and on qualification to be remustered as such in addition to his primary trade (but *see* para. **3455**, clause 2, last sentence). The C.O. of the unit has discretion to select which of the airmen of the unit, qualified as air gunners, shall actually be employed as such. The maximum number of airmen in groups I to IV who may be employed as air gunners in squadrons at home, however, will not exceed 75 per cent. of the authorised establishment of air gunners. 50 per cent. of the air gunners in a twin engine bombing squadron must be of the trade of wireless operator or wireless operator mechanic. Aircraft apprentices of the trade of wireless operator mechanic, group I, may be selected during their first year of service in a unit after passing out from a training school, but such duties should not be permitted to interfere with their further technical training as wireless operator mechanics and they should not be sent on a course at an air armament school until they have completed 1 year's service in a unit if this interferes with their training as wireless operator mechanic.

2. Before definitely selecting an airman for employment as air gunner a C.O. will have him medically examined as laid down in para. **1454**. If the airman is found unfit he will not be selected, but if he is found fit the C.O. will consult the Officer i/c Records as to whether there is any objection to the airman being trained (if applicable) and whether there is a reasonable likelihood of his remaining with the unit for a full tour of duty. Airmen up to and including the rank of sergeant may be selected; the proportion of N.C.Os. selected should not, however, be such as would prejudice the efficient working of the normal ground duties of the unit. When forwarding names to the Officer i/c Records, the C.O. of the unit will state whether the airmen have been trained completely, partially, or not at all.

3. C.Os. will normally select airmen for duty as air gunners during the first twelve months of their service in the unit, and the names of airmen selected, but not yet qualified, should be forwarded to the Officer i/c Records in order that they may be noted for a course of training when vacancies arise.

4. The names of airmen who qualify at the gunnery school as laid down in A.P. 1112 will be notified on Form 292 to the Officer i/c Records and to C.Os. of their units, with a note that they are eligible for mustering as air gunners. The result will be promulgated in the unit casualty form, together with the mustering as air gunner and the necessary entries will also be made in the certificate of service. Airmen qualified and mustered as air gunner, part time, will have the letters A.G. added to their trades in all official documents relating to them (e.g. fitter A.G.).

Digitized by Google

5. The commencement and cessation of employment as air gunner, irrespective of whether the airman is qualified as such, will be promulgated in the casualty form of the unit. This promulgation will be in addition to the normal notification of issue and cessation of duty pay as air gunner (as provided in para. 867, clause 3 (*l*)).

6. An airman whose employment as air gunner has been promulgated in accordance with clause 5 will not, save for exceptional reasons such as overseas drafting, promotion, or remustering, be posted away from the unit until he has completed three years from the date of joining that unit.

7. A C.O. may order an airman to relinquish his mustering as air gunner if he considers that the airman is inefficient or otherwise not suited to carry out his duties as such. The necessary remustering will be promulgated in the unit casualty form, and recorded in the airman's certificate of service. The mustering will also be relinquished when an airman attains the rank of flight sergeant.

8. Where, owing to there being no vacancies on a course, an airman is unable to qualify for mustering as air gunner, C.Os. may, as a temporary measure, and with the approval of the Officer i/c Records, authorise the issue to him of duty pay as air gunner provided that he has been filling a vacancy in the squadron establishment of air gunners for a period not less than two months. Application for duty pay under these conditions will be made to the Officer i/c Records, and must be accompanied by a certificate, signed by the C.O., to the effect that—

(*a*) application for a course of training was made more than two months previously, but orders for the airman to proceed to an air armament school have not been received;

(*b*) the air gunner concerned has filled a vacancy in the establishment of air gunners for two months and is considered efficient.

An air gunner receiving duty pay under this clause must qualify as soon as a vacancy arises at a course of instruction.

9. An air gunner already in receipt of air gunner's pay may continue to draw such pay while undergoing the course, providing he continues to fill a vacancy in the squadron establishment for air gunners. An air gunner failing to qualify will at once cease to draw duty pay.

10. Airmen serving in units abroad will be eligible to qualify under the provisions of this para., reference being made to the command headquarters concerned instead of the Officer i/c Records and local arrangements being made for the airmen to receive training with a view to qualifying. If, however, an air gunner on return from overseas is selected for employment as such in a unit at home, the procedure laid down in this para. will be carried out unless the airman has previously qualified at home by passing the test laid down in A.P. 1112.

509. R.A.F. Service Police.—1. Courses of instruction will be held from time to time for airmen selected to qualify for the service police certificate and will be open only to airmen of the trade of aircrafthand (group V). Airmen will be selected for courses by the Officer i/c Records as a result of the recommendations obtained in accordance with para. 391,

Digitized by Google

clause 1B. On completion of a course, the Officer i/c Records will arrange for successful airmen to be posted to a unit for police duties and appointed to the acting unpaid rank of corporal. Certificates will be awarded by the Air Ministry to airmen who have successfully passed the course of instruction.

2. Should a deficiency in service policemen arise in a command abroad the Air Ministry will award provisional certificates to selected aircrafthands serving in the command, on the recommendation of the air or other officer commanding. Such airmen will be appointed to the acting unpaid rank of corporal (if below that rank) and will retain that rank while on passage to the home establishment. If required for police duties after return to the home establishment, they will be required to qualify for the certificate before re-employment on such duties.

3 and 4. *Deleted.*

5. An airman who receives a certificate will be eligible to fill a vacancy in the establishments of service police and while so employed to receive duty pay under the conditions laid down in para. **3455.**

6. The award of a certificate and the appointment to the acting unpaid rank of corporal will be promulgated in the casualty form of the unit in which the airman is serving at the time of award and will be recorded on pages 4 and 2 respectively of his certificate of service (Form 280).

6A. The appointment to the acting unpaid rank of corporal is made primarily to ensure that service policemen may have the power to arrest and generally to assist them in the performance of police duties. Such airmen should not normally be called upon to perform the routine duties of N.C.Os. in units. The rank will be relinquished immediately the airman ceases to be employed on service police duties, except when such cessation of employment is caused by temporary absence, e.g. leave, courses, hospital, etc., or by discharge or transfer to the reserve.

7. Whenever practicable an airman who is qualified as a service policeman and who is posted to a unit at home for duty as such will not be removed before the expiration of two years except for misconduct or inefficiency. As far as is practicable, when an airman who is qualified as a service policeman is drafted abroad he will be drafted for this specific duty.

8. An aircraftman, 2nd class, who passes out of the course of instruction with not less than sixty per cent. marks may, on being posted for duty as a service policeman in an authorised vacancy, be reclassified aircraftman, 1st class, with effect from the date of passing out. Reclassification of a service policeman to leading aircraftman and promotion to non-commissioned rank will be carried out within the trade of aircrafthand.

9. If for reasons of inefficiency or misconduct a service policeman is considered by his C.O. to be unfitted for his duties, full details will be reported to the air or other officer commanding who, if he concurs in the opinion of the C.O., will forward a recommendation to the Air Ministry for the cancellation of the airman's police certificate. The cancellation of the certificate and the relinquishment of the acting unpaid rank of corporal will be promulgated in the casualty form of the unit and will be recorded on pages 4 and 2 respectively of the certificate of service (Form 280).

Digitized by Google

509A. Coxswains, 1st and 2nd Class.—1. Airmen for training as 1st and 2nd class coxswains will be selected from airmen of the trade of motor boat crew (group III).

2. To be eligible for selection for training as 1st class coxswain an airman must—

(*a*) be of the rank of corporal and in every way eligible for promotion;

(*b*) have had at least two years' experience as 2nd class coxswain in charge of a boat, and at least six months' experience with a marine craft of 56 feet in length or similar type;

(*c*) be recommended by his C.O. as in every way suitable for a 1st class coxswain.

3. To be eligible for selection for training as 2nd class coxswain an airman must—

(*a*) be a leading aircraftman and in every other way eligible for promotion to corporal;

(*b*) have at least 4 years' service as motor boat crew;

(*c*) be recommended by his C.O. as in every way suitable for a 2nd class coxswain.

(*d*) have not less than 2 years of his regular air force service unexpired.

4. Courses of instruction for airmen recommended for training as 1st or 2nd class coxswains in order to complete service requirements will be held from time to time. The Officer i/c Records will be responsible for obtaining from C.Os. the names of airmen recommended for training and for attaching such airmen to courses which he will arrange in conjunction with the A.O.C., No. 17 (Training) Group.

5. The trade testing of 1st and 2nd class coxswains will be carried out by the Central Trade Test Board at the end of the courses of instruction. Airmen serving abroad will be trade tested by a board as laid down in para. 499 except that the written part of the examination will be set and marked by the Central Trade Test Board.

Digitized by Google

510. Table.—The provisions of these regulations in regard to the educational qualifications required for reclassification or promotion, the date of their becoming obligatory and the exemptions therefrom are summarised in the following table.

Reclassification or promotion to	Educational test required.	Date of becoming obligatory.	Exemptions.
Leading aircraftman .. (all trades).	Educational test for reclassification as leading aircraftman (Class A or Class B). *See* para. **453**.	1.1.26	(1) Previous commissioned service in H.M. forces. (2) Endorsement on certificate of service that airman has attained educational standard equivalent to that for reclassification to leading aircraftman on passing out of an apprentices' or boy entrants' training establishment or school of technical training—*see* para. **484** (3) & (4).
Corporal .. .. (all trades). *See* para. **489**.	Ditto	Home 1.10.26 Overseas 1.11.26	(3) Army second class certificate of education.
Sergeant (substantive) all trades.	Educational test for promotion to the rank of sergeant (Class A or Class B). *See* para. **454**.	1.1.26	(4) Previous commissioned service in H.M. forces. (5) (All trades) Army first class certificate of education, R. M. first class certificate of education, Army second class certificate of education } obtained prior to 8.5.24.
Sergeant (acting paid) *See* para. **493**, clauses 8, 9 and 10.	Ditto	1.1.29	(6) (Medical branch only.) Army second class certificate of education obtained at an Army medical training centre before 1.8.25.

Digitized by Google

Section III.—Trade Tests for Airmen.

(*See* A.P. 1112.)

Section IV.—Drafting, Posting and Attachment.

589. Drafting Principles.—1. Except as specially provided in these regulations, all drafting will be arranged and ordered by the Officer i/c Records, in accordance with Air Ministry directions.

2. The Officer i/c Records will keep a roster from which airmen will be posted abroad, and relieved from abroad, in their turn (or earlier for those who volunteer for service abroad) according to the requirements of the service.

3. A C.O. will not question any drafting order issued by the Officer i/c Records. He will, however, report to that officer any circumstances in connection with any airman, whose drafting may be ordered, which, in his opinion, would or should prevent the order from being carried out. If the Officer i/c Records is unable to modify the orders in such cases, the C.O. will report the matter to the air or other officer commanding who, after adding his recommendations, will refer the matter through the Officer i/c Records to the Air Ministry. Should the foregoing action be necessary the C.O. must take it as early as practicable after the receipt of the drafting order.

4. An airman at home may be moved, otherwise than by order of the Officer i/c Records, from the unit to which he belongs—

(*a*) by means of attachment as provided in para. 603; or
(*b*) by admission to hospital; or
(*c*) by removal to detention barracks or to prison.

5. Abroad, the air or other officer commanding will arrange the drafting of airmen within his command as the circumstances may require. In disposing of drafts to units within his command he will be guided by the principle that it is necessary for an airman during his regular service to gain experience of two types of units, viz. (i) squadrons, and (ii) depôts or large units. He will not post an airman to the home establishment, or to another command abroad, without an order by the Officer i/c Records, except by reason of—

(*a*) sickness;
(*b*) imprisonment or detention;
(*c*) a sentence of "discharge with ignominy";
(*d*) completion of regular air force service;
(*e*) urgent compassionate grounds when delay in obtaining Air Ministry authority would in the opinion of the air or other officer commanding involve serious consequences.

Any posting arising under (*e*) will be reported to the Officer i/c Records with a statement of the circumstances in which the urgent posting was considered essential.

6. If for any reason an air or other officer commanding at home desires the movement of an airman from one unit to another, a request, showing reason for such movement, will be forwarded to the Officer i/c Records, who will issue the necessary instruction if the movement is practicable and consistent with the general principles of posting.

Digitized by Google

7. Any officer authorised to move airmen from one station to another will take into consideration the question of the occupancy of married quarters.

8. An airman will not be drafted overseas before attaining the age of 18.

9. *See* para. **897** as to notification of movements of airmen on posting.

589A. Airmen Employed as Crews of Aircraft.—In order that airmen forming aircraft crews may be noted for retention in their units as long as practicable, nominal rolls of the regular flying crews of aircraft, comprising those airmen allowed by establishments to draw crew and air gunner pay (excluding airman pilots and air observers but including any air gunners held against deficiencies in air observers), will be rendered to the Officer i/c Records by all units. The rolls will indicate the number, rank and trade of the airmen concerned. A small reserve may be included against unforeseen casualties and, where trades are indicated in the note to the establishment, only airmen of those trades will be included. Complete rolls will be rendered on 1st April and 1st September of each year, amendments being notified on the last day of each month (except 31st March and 31st August).

590. Tours of Duty.—1. Subject generally to the requirements of the service, the following are the normal tours of duty:—

(*a*) Permanent establishment of the Record Office, and command and instructional staffs at home—three years.

(*b*) Abroad—three years (two years for Iraq and Aden), excluding the time allowed for the necessary travelling.

(*c*) Airmen (except airman pilots) posted to Amman and Khartoum will proceed direct from the home establishment, and after completing two years at these stations will be posted to other stations in the Middle East.

(*d*) *Service in H.M. ships and aircraft carriers—the usual period of the ship's commission—approximately 2½ years. This period will also apply to airmen posted to Kai Tak (Far East Command). The service afloat will be regarded as equivalent to service abroad.

2. The tour of duty of airman pilots will be as laid down for officers in para. **342.**

591. Clothing of Airmen Posted or Attached to Aircraft Carriers.—As the limited storage space on aircraft carriers does not permit of large stocks of clothing, &c., being carried, C.Os. will ensure that the kits of clothing, necessaries, and accoutrements of airmen posted or attached to these vessels are complete and in serviceable condition.

592. Airman's Relief—Posting as Understudy.—The relief of an airman holding a responsible position at home will, where possible, be posted so as to understudy him for such period as may be necessary and practicable.

593. Warrant Officer or N.C.O. Reduced to be Relieved.—A warrant officer or N.C.O. who is reduced in rank will be relieved and posted to another unit.

---

* So far as the exigencies of the service permit, airmen will be posted to a shore unit after completing a normal tour of duty in H.M. ships or aircraft carriers.

Digitized by Google

594. Relief of Warrant Officers on Promotion.—A warrant officer, on promotion to that rank, will be relieved and posted to another unit.

595. Posting as Supernumerary.—An airman will not be posted as supernumerary to the establishment of a unit, except as specially authorised by regulation or by the Air Ministry from time to time.

596. Disposal of Airmen after Courses.—1. The Officer i/c Records, on receipt of information as to the passing out of airmen from a school or course of instruction, will issue posting instructions for the airmen. As far as possible airmen will be returned to their original units.

2. Airmen who pass out of a course of instruction cannot be regarded as thoroughly experienced airmen capable of being placed at once in a position of responsibility. Airmen posted direct from training schools will therefore require further training by being associated in their work with airmen of greater practical experience, and air or other officers commanding will ensure that this is done to the greatest possible extent.

597. Employment of Aircraft Apprentices on Passing Out of a School of Technical Training.—1. Except as provided in clause 2, ex-aircraft apprentices will not be employed on guards or fatigues or any other duties which will interfere with their chance of gaining technical experience during the probationary period (normally 12 months) following their passing out from training.

2. Where a sufficient number of airmen to carry out the work of flights and/or to perform guard, fatigue or similar duties cannot otherwise be found, a C.O., as a temporary measure, may employ for these purposes the airmen referred to in clause 1, being careful to select for such duties only the ex-aircraft apprentices who are most advanced in their trades. In this event, he must obtain the authority of the A.O.C. As soon as a sufficient number of experienced airmen is available, either through the posting of qualified airmen or by ex-aircraft apprentices completing 12 months' service, the rule laid down in clause 1 will again be strictly applied and the C.O. will report to the A.O.C. the resumption of normal conditions.

597A. Posting and Employment of Boy Entrants on Passing Out of School of Technical Training.—All boy entrants after passing out of a school of technical training will in the first instance be posted to a unit in the United Kingdom which is so organised and equipped as to permit of their being usefully employed, under proper supervision, while perfecting their technical skill and knowledge.

598. Misemployment of Airmen Forbidden.—The misemployment of airmen on duties of trades other than their own will not be permitted except in emergency and then only for a very limited period. Airmen posted to a unit for training will not be employed for other purposes to the detriment of their training.

599. *Deleted.*

600. Volunteers for Service Abroad—Return.—The C.O. of a unit at home will render to the Officer i/c Records direct a half-yearly return on 1st February and 1st August of airmen under his command who

Digitized by Google

volunteer for service abroad. The August return should not include any names forwarded in the February return.

601. Drafts for Abroad—How Made Up and Assembled.—1. Airmen will be drafted abroad according to their position on the overseas roster maintained by the Officer i/c Records.

2. The Officer i/c Records will notify, early after the close of each trooping season (normally during April) to air or other officers commanding at home the names, particulars and units of airmen who are at the top of the drafting rosters, in order that allocation of duties may be adjusted in advance with a view to avoiding dislocation when individual airmen are subsequently called for draft.

3. The Officer i/c Records will forward to C.Os. of units the names of airmen for draft abroad in the order in which they stand in the drafting roster. The drafting order will be issued in sufficient time to admit of (*a*) vaccination and inoculation (*see* para. **1416**) and dental examination (*see* para. **1563**) and (*b*) kitting-up and the grant of embarkation leave before the date on which the airmen will leave the unit for embarkation.

4. An airman detailed for draft abroad, who in the opinion of the medical officer is unfit for service abroad will be disposed of as follows:—

(*a*) If temporarily unfit, he will be admitted to the nearest service hospital or retained at his unit pending the expiration of the period of temporary unfitness.

(*b*) If more than temporarily unfit he will be admitted to the nearest service hospital, and if the C.O. of the hospital considers that he should be brought before a medical board for the purpose of being invalided, the procedure laid down in para. **660**, clause 4, will be followed.

The medical officer of the unit will forward a report to the P.M.O. concerned stating the nature of the disability and the method of disposal of each airman found unfit. If any airman is retained at his unit under (*a*) above, the medical officer will also state the anticipated period of unfitness.

5. *See* para. **1212** as to drafting abroad airmen who are undergoing sentences of imprisonment or detention.

602. Replacement of Airmen Drafted Abroad.—When an airman is detailed for drafting abroad a relief will be posted by the Officer i/c Records if the exigencies of the service permit.

603. Detachment and Attachment.—1. At home, an airman may, in a time of emergency or crisis, be detached temporarily from the unit to which he is posted and attached to another unit on the authority of the A.O.C. concerned. Such movements will be notified to the Officer i/c Records by the command or group concerned, at the earliest possible opportunity, the notification being accompanied by a report showing the reason or cause for the attachment.

2. When an airman cannot be accommodated and rationed with or by his unit, he should, whenever circumstances permit, be attached to another convenient unit, the necessary arrangements being made between the two C.Os. concerned.

Digitized by Google

3. The authority ordering the attachment will specify whether the airman is attached for all or any of the following—rations, accommodation, duty or discipline. *See* para. **2806** as to payment of attached airmen.

4. An airman will automatically be attached to a naval or military unit in any of the circumstances referred to in para. **127.**

604. Postings and Attachments—How Recorded.—1. Whenever an airman is posted or attached to a unit the fact will be recorded on the casualty form (Form 739) of the unit from which he is posted or detached as provided in para. **867.** A similar entry notifying his arrival at the unit to which he is posted or attached will be made on the casualty form of that unit.

2. Every posting in respect of an airman will be recorded from the details supplied on the casualty form (Form 739) on his service documents as laid down in Sections I and II of Chapter XXIX. An entry will similarly be made on the airman's permanent record kept by the Officer i/c Records.

605. Absentees without Leave.—1. An airman who is absent without leave will be regarded as off the strength of the unit as soon as, but not before, the declaration of the court of inquiry as to illegal absence has been made and recorded. Until such time, he will be regarded as absent without leave and shown on the non-effective strength of the unit, although there may be reason to suppose that he does not intend to return and a descriptive report has been issued.

2. The airman will be declared illegally absent as from the day on which absence commences and not from the date of the court of inquiry. Where an authorised period of leave preceding absence without leave expires at midnight (2359 hours), the following day is the first day of absence.

606. Communication with Officer i/c Records.—Except when airman pilots are concerned (*see* para. **506,** clause 21) or when a matter of discipline is involved (in which cases communications will be forwarded through the air or other officer commanding) unit commanders may communicate direct with the Officer i/c Records on matters dealt with in this Section.

SECTION V.—EXTENSION OF SERVICE, PROLONGATION OF ENGAGEMENT, RE-ENGAGEMENT AND CONTINUANCE IN THE SERVICE: FORFEITURE AND RESTORATION OF SERVICE TOWARDS ENGAGEMENTS.

611. Extension of Service.—1. An airman who is medically fit for service at home and abroad and satisfactory in both conduct and efficiency may, as provided in clauses 1A and 1B, in para. **391,** clause 1B, para. **506,** clause 2, sub-clause (*d*), para. **506A,** clause 3, or in any other regulations for the time being in force, extend his engagement, or the period of regular service of an engagement for regular service followed by reserve service, so as to complete a period of service not exceeding 12 years.

1A. An aircrafthand, group V, not selected for trade or other training under para. **391,** clause 1B, will if he so desires be considered for an

Digitized by Google

extension to complete 9 years' regular service. His application will be forwarded on the last day of the quarter in which he completes 6 years' service and the decision will be notified when he has completed not more than 6½ years' service. Failure to forward an application within one week of the proper date, i.e. by the 8th day of the first month of the next quarter, will debar an airman from consideration.

1B. An airman pilot serving on an engagement for less than 10 years will, if he desires to be considered for re-engagement and is medically fit therefor, apply for an extension to complete 10 years' regular service. His application will be forwarded on the last day of the quarter in which he completes 8 years' service and the extension will normally be approved forthwith.

1C. An application under clause 1A or 1B will not be deferred on account of an airman's temporary medical unfitness; the extension, if approved, will be expressed as subject to the airman becoming fit.

2. *Deleted.*

3. An airman will not be permitted to extend his service with the regular air force after being sent home from abroad for transfer to the reserve, unless he had completed his full tour of duty abroad.

4. Extension will be carried out on Form 82 as laid down in para. **615**, and will be approved by the competent authority in accordance with para. **614**. Unless otherwise specially ordered by the Air Council the period of extended service will be calculated from the date of last enlistment.

611A. Prolongation of Engagement.—1. An airman who is medically fit for service at home and abroad and satisfactory in both conduct and efficiency may, as provided in para. **506A**, clause 4, para. **653**, clause 1, or in any other regulations for the time being in force, prolong his engagement to complete a period of service exceeding 12 years' service but less than 24 years' service. Such prolongation may be for a period of regular service only or for a period comprising a term of regular service and a term of reserve service.

2. Prolongation of engagement will be executed on Form 82, similarly to extension of service.

612. Re-engagement.—1. Annual assessments of suitability for re-engagement, on Form 78, will be forwarded in respect of airmen of the various classes detailed in column 2 of the following table, on the last day of the quarter in which the airman completes the years of service shown in column 3 of the table, the portions of the form providing for the station commander's recommendation and the airman's application being utilised on the occasion indicated in italics. The result of an application will be notified on or before the completion of the years of service shown in column 4 of the table. If the airman enlisted for a period of service reckoning from the date of attaining the age of eighteen, the " years of service " will also be reckoned from that date. Failure to forward an application for re-engagement within one week of the proper date, i.e. by the 8th day of the first month of the quarter following that in which it is due, will debar an airman from consideration.

Digitized by Google

Section.	Class of Airman.	Rendition of Form 78.	Notification of Result.
I	Ex-apprentice airmen mustered as— carpenter (rigger) clerk (all sub-classifications) electrician fitter fitter (aero engine) fitter (armourer) fitter (driver, petrol) fitter (driver, petrol) (marine) instrument maker metal rigger wireless operator mechanic	7, 8 and 9 years	9½ years.
II	Airman pilots (including ex-airman pilots who have completed a normal tour of pilot service) of all basic trades other than those in section V.	7, 8 and 9 years	9½ years.
III	Non-apprentice airmen mustered as clerk (all sub-classifications) and all airmen (except pilots) mustered as— aircrafthand (all sub-classifications) armourer armoured car crew balloon operator blacksmith and welder coppersmith and metal worker driver (petrol) equipment assistant mate medical airman metal worker torpedoman wireless operator	6, 7 and 8 years	8½ years.
IV	Non-apprentice airmen mustered in the trades in section I (except clerks) and all airmen (except pilots) mustered as— carpenter carpenter (boat builder) cook and butcher dental airman fabric worker fitter (torpedo) flight mechanic flight rigger hydrogen worker machine tool setter and operator motor boat crew musician photographer rigger (aero)	5, 6, 7 and 8 years	8½ years.
V	Airmen, including pilots, mustered in the following obsolete or obsolescent trades (these airmen will be eligible for consideration only under the conditions laid down in the A.M.O. abolishing their trade)— coach painter draughtsman moulder turner	6, 7 and 8 years	8½ years.

Digitized by Google

2. Assessments and recommendations on Forms 78 will be made by station commanders after careful inquiry regarding the qualities and capabilities of each individual and a high and uniform standard will be set. Station commanders will consult the C.O. of the squadron or other unit or section to which the airman concerned belongs, who will ascertain from the officers, warrant officers and N.C.Os. under whom the airman works their opinion regarding his value to the service in the higher N.C.O. ranks if accepted for re-engagement and ultimately promoted to such ranks. Where an airman works under officers, warrant officers or N.C.Os. on station headquarters establishment as well as in his unit, the opinions of these will also be obtained. The assessment or recommendation given will represent the considered judgment of the station commander after weighing and comparing the opinions of his subordinates obtained under this procedure.

3. Station commanders will complete on one occasion in each quarter Forms 78 in respect of all airmen falling to be assessed or recommended in that quarter. This occasion will be fixed by the station commander at a convenient date shortly before the last day of the quarter and the completed forms will be forwarded to the Officer i/c Records on the last day of the quarter.

4. Forms 78 will be completed for all airmen within the zones laid down in the table in clause 1, notwithstanding that an airman may not desire, may not be recommended for, or may not be fit or eligible for, re-engagement.

5. Should an airman be posted from one unit to another during a quarter at the end of which Form 78 is due to be completed, the form will be completed at the usual time and in the usual way by the C.O. of the station on the strength of which the airman was borne at the commencement of the quarter and forwarded direct to the Officer i/c Records. Station commanders will retain a record of such particulars as are required to enable them to complete forms in these circumstances. When a form has to be rendered in respect of an airman who is due to apply for re-engagement, the C.O. of the old station and the C.O. of the new station will both forward forms to the Officer i/c Records, completed in accordance with Instruction 3 on Form 78.

6. The assessment made on Form 78 will not be communicated to the airman concerned and will not be entered in his documents or transmitted when he is posted from one unit to another.

7. If an airman is temporarily unfit on medical grounds for re-engagement at the normal date of application, his application on Form 78 should be completed (except for the certificate of the medical officer) and forwarded. He will then be considered for selection at the same time as other airmen of his trade and length of service and will be informed in due course whether he has or has not been provisionally selected. Final approval will be dependent on his being passed fit.

8. The Officer i/c Records, acting on instructions laid down by the Air Council, will make selections for re-engagements on a competitive basis* for the vacancies available in each trade (or group of allied trades)

* Details of the factors taken into account were announced in A.M.O.7 A. 1/34.

Digitized by Google

in each quarter, except for the classes of personnel shown in section IV of the table in clause 1, selection of whom will be made yearly. The Air Council may approve re-engagement exceptionally in certain cases where airmen have performed specially meritorious service or possess special qualifications valuable to the service.

9. Airman pilots, including airmen remustered to their trade on completion of a normal tour of pilot service, will be considered on a competitive basis as a class and not as members of their basic trade. Air observers and air gunners will be dealt with as members of their basic trade. Airman pilots who are classified medically as temporarily unfit for flying duties and have been remustered to their basic trades under clause 11 of para. **506** will be regarded for re-engagement purposes as pilots. In such cases, selections for re-engagement will be provisional and will not be finally approved before mustering as pilot takes place; airmen who do not regain their fitness for flying duties will be considered as members of their basic trades and, if they are due to apply for re-engagement during the eighth year of service and the appropriate date has passed, should forward applications immediately on being found permanently unfit for duty as pilot.

10. **A re-engaged airman will be required to complete 24 years' service.** This period will be reckoned from the date of attestation (or from the date of attaining the age of eighteen, if he enlisted for a period of service reckoning from the date of attaining that age) and will include reserve service on the current attestation. An airman whose service includes reserve service on his current attestation will be notified, before re-engagement is approved, that reserve service (except mobilized service) is not reckonable towards pension, but that if on completing the period for which he has re-engaged he is not entitled to pension he will be eligible for continuance in the service under para. **613.** An airman who has service on a previous attestation which is reckonable towards pension will normally be discharged to pension when he has completed a total period of 24 years' service reckonable towards pension (*see* paras. **3672** and **3673** for definition of such service).

11. Re-engagement will be carried out on Form 78, as laid down in para. **615,** and will be approved by the competent authority in accordance with para. **614.** It will become operative from the date of promulgation in the casualty form of the appropriate unit.

613. Continuance in Service.—1. An airman who has completed, or will within one year complete, a total period of twenty-four years' service (inclusive of any period served in the reserve) or the period of service for which he re-engaged under para. **612,** may give notice to his C.O. of his desire to continue in H.M. service in the regular air force, and, if the Officer i/c Records approves, he may be continued as an airman of the regular air force in the same manner in all respects as if his term of service were still unexpired, except that he may claim his discharge at the expiration of any period of three months after he has given notice in writing to his C.O. of his wish to be discharged. Airmen who are permitted to continue in service may be discharged at the discretion of the Air Council at any time.

Digitized by Google

2. An airman who enlisted into the Army as a boy and whose service prior to attaining the age of eighteen does not therefore count as qualifying service for pension may, if he is efficient and recommended by his C.O., and was transferred to the R.A.F. after having re-engaged to complete 21 years for pension, be permitted to continue in the service beyond 21 years from the date of enlistment for such a period as may be necessary to enable him to complete 21 years' service from the date of attaining the age of eighteen. These airmen, irrespective of their length of service and qualifying service, will be pensioned under the regulations applicable to the Army and not those applicable to the R.A.F.

3. Application will be made on Form 82 as directed in para. **615.**

614. Competent Authority for Approving Extensions, &c.—The Officer i/c Records is the competent authority to approve extensions of service, prolongation of engagement, re-engagements and continuance in the service.

615. Procedure for Approving Extensions, &c.—1. An application on Form 78 or 82 (as appropriate) by an airman to extend his service, to prolong his engagement, to re-engage or to continue in the service, under para. **611, 611A, 612** or **613** respectively, will be completed after the C.O. has ascertained that the airman is eligible under the relevant para.

2. The airman will be examined by the medical officer who will, if the airman is fit for service at home or abroad, complete the certificate on Form 78 or 82 as directed in para. **1446,** clause 2 (*f*). The date of the examination will always be added.

3. If the medical officer considers that an airman who has applied to re-engage or to prolong his engagement is unfit for acceptance the airman will be brought before a medical board for decision as to his medical fitness. The board will complete the medical certificate on Form 78. Applicants for extension or continuance in the service will not be referred to a medical board.

4. Form 78 will be completed in accordance with the instructions thereon. The C.O. will add his recommendation to Form 82 and sign the form. Form 78 or 82 will be forwarded, together with conduct sheets (Forms 120 and 121) and miscellaneous record sheet (Form 125), to the Officer i/c Records as laid down in clause 6. Copies only of Forms 120, 121 and 125 will be forwarded by units abroad; if, however, the conduct sheets contain no entries, a certificate to that effect will be substituted.

5. *Deleted.*

6. The application will be forwarded direct to the Officer i/c Records if the airman concerned is below the rank of sergeant; if the airman is of or above that rank, the application will be forwarded through the air or other officer commanding if that officer so requires.

7. When the Officer i/c Records has given his approval, he will retain Form 78 or 82 and return the remaining documents to the unit with a notification of his approval either direct or through the air or other officer commanding according to the channel through which the application was forwarded.

Digitized by Google

8. As soon as approval for extension, &c., has been received, the C.O. of the unit will cause the necessary entry to be inserted in the unit casualty form and on the certificate of service (Form 280).

9. If the Officer i/c Records is unable to approve an application owing to the absence of vacancies, the airman's name will be placed on a waiting list which will be reviewed by the Officer i/c Records at suitable intervals and approval issued as and when vacancies arise.

616. Forfeiture of Service towards Engagements.—1. An airman (not being an airman transferred from the naval forces under Section 3, Air Force (Constitution) Act, 1917) serving on his original engagement (i.e. the term of his original enlistment, including any extension thereof) shall forfeit the whole of his prior service on his engagement and shall be liable to serve for the term of his original engagement, including any such extension, reckoned from the date of conviction or of the order dispensing with his trial—

(*a*) on conviction by court martial of desertion or fraudulent enlistment; or

(*b*) if liable to trial, upon his trial being dispensed with on confession of desertion or fraudulent enlistment.

2. An airman serving on a prolongation of engagement or on a re-engagement shall, on conviction by court martial of desertion or fraudulent enlistment, or, being liable to trial, on his trial for either of these offences being dispensed with by competent authority, forfeit all prior service rendered by him during the period of such prolongation or re-engagement (i.e. from the day following that on which he completed the term of his original enlistment, including any extension thereof) and shall be liable to serve for the term of his prolongation or re-engagement, reckoned from the date of conviction or order dispensing with his trial.

3. Service forfeited under clauses 1 and 2 may, subject to the limitations contained in clause 5, be restored—

(*a*) upon promotion to the rank of sergeant; or

(*b*) upon completion of three years clear of an entry in the service conduct sheet reckoned from the termination of any period of imprisonment or detention.

4. Upon becoming eligible under clause 3, an airman will be required to elect whether he will or will not reckon his former service. The choice will be entered on his certificate of service and in his permanent record and will not be altered subsequently.

5. The service which will be restored under clause 3 will be—

(*a*) in cases of desertion—

(i) if the airman was serving on his original engagement at the date of desertion—the amount actually reckoned at the date of desertion;

(ii) if serving on a prolongation of engagement or on a re-engagement at the date of desertion—the amount actually reckoned towards completion of such prolongation or re-engagement at the date of desertion;

Digitized by Google

(*b*) in cases of fraudulent enlistment—
the amounts of service between the date of the last fraudulent enlistment and the date of disposal of the offence, which were forfeited upon conviction or dispensation with trial.

6. This para. is sufficient authority for the restoration of forfeited service as provided above, and will be quoted in documents and records accordingly.

7. Cases which are not covered by the preceding clauses, in which the airman—

(*a*) has performed good and faithful service, or is otherwise deemed to merit the restoration of his forfeited service, or

(*b*) has been recommended by a court martial for the restoration of his forfeited service,

may be submitted for the consideration of the Air Council.

617. Restoration of Service Forfeited in Navy or Army.—Where an airman has been transferred to the R.A.F. under the Air Force (Constitution) Act, 1917, and has, previous to transfer, forfeited service towards his engagement in the R.N. or Army, for desertion or fraudulent enlistment, such forfeited service may be restored subject to the rules and limitations contained in para. **616**, in the same way as if such service had been forfeited while he was a member of the R.A.F.

618. Reservist Re-enlisting Irregularly.—A reservist irregularly re-enlisting into the regular air force does not, on conviction of the offence or upon his trial being dispensed with on confession thereof, forfeit his prior service towards limited engagement, if he is relegated to the reserve. His service towards completion of his engagement will be reckoned according to the terms of his original attestation. If, however, he is retained in the regular air force, his service will be reckoned from the date of his irregular attestation.

Section VI.—Married Establishment.

624 to **631.** *Deleted.*

Section VII.—Purchase of Discharge.

636. Airman with Statutory Right.—1. A recruit has the right, within three months after the date of attestation, to claim his discharge under Section 81, Air Force Act. The sum payable for such discharge shall be £20. This amount will be deposited with the accountant officer of the unit by the recruit or by a relative or interested party at the time of making the application.

2. If a recruit claims his discharge under these provisions at a time when, in consequence of imminent national danger or great emergency, a proclamation has been issued by His Majesty requiring airmen who would otherwise be transferred to the reserve to continue in air force service,

Digitized by Google

and he is retained in the service under Section 81, Air Force Act, he may be discharged when the proclamation ceases to be in force, if he so wishes, on payment of the sum of £20.

637. Other Airmen.—1. Except as provided in para. **636,** an airman with less than twelve years' service (not being an airman pilot, *see* para. **506,** clause 3), whose application can be approved without detriment to the service, may be permitted to purchase his discharge at the following rates:—

Period of service on current engagement*.	Ex-aircraft apprentices.	Non-apprentice tradesmen who have been or are being trained in a trade in group I, II or M, and ex-apprentice clerks.	Non-apprentice tradesmen who have been or are being trained in a trade in groups III and V.	All other airmen.
(1)	(2)	(3)	(4)	(5)
	£	£ s. d.	£ s. d.	£
Under 2 years	100	70 0 0	50 0 0	40
After 2 ,,	95	66 10 0	47 10 0	38
,, 3 ,,	90	63 0 0	45 0 0	36
,, 4 ,,	85	59 10 0	42 10 0	34
,, 5 ,,	80	56 0 0	40 0 0	32
,, 6 ,,	70	45 10 0	32 10 0	26
,, 7 ,,	60	35 0 0	25 0 0	20
,, 8 ,,	45	24 10 0	17 10 0	14
,, 9 ,,	35	20 0 0	15 0 0	12
,, 10 ,,	25	15 0 0	10 0 0	8
,, 11 ,,	15	10 0 0	5 0 0	5

The amounts referred to in this para. will not be deposited until instructions are received from the Air Ministry.

2. The rates laid down in column 5 of the table in clause 1 do not apply to an airman who, while serving on a previous engagement, purchased his discharge under the higher scales shown in columns 1 to 4 or the scales corresponding thereto previously in force. Such an airman will be required to pay for purchase of discharge an amount laid down in column 2, 3 or 4 according to the training received by him while serving on his previous engagement.

3. Apprentices and airmen who have not completed two years' service after leaving an apprentices' training school will not be permitted to purchase their discharge unless on extreme compassionate grounds.

638. Refund of Bounty.—An airman who has received a bounty in respect of an extension of service or re-engagement will, if permitted to purchase his discharge before the expiration of the period for which he extended his service, refund the amount of such bounty in addition to paying the purchase money required by para. **637.**

639. Airmen serving Abroad.—1. If an airman is serving abroad and is permitted to purchase his discharge under para. **637,** a sum to be assessed by the Air Ministry will be deposited with the purchase money

* Excluding time served before the age of 18 as an apprentice or boy entrant.

Digitized by Google

to cover the cost of the entire journey from the unit at which he is serving to the unit of discharge at home and to cover the cost of any cables rendered necessary by the application. If the required amount is provided by the airman, the air or other officer commanding will ensure that credit is at once given for the amount so deposited, and will notify the Air Ministry immediately of its receipt. Any balance remaining after all transportation charges have been met will be refunded by the Air Ministry. Arrangements for the journey will be made by the command concerned and the airman will not be permitted to make his own way home. If, however, he desires to travel by a particular route, this must be stated in the original application and the sum to be deposited to cover transportation will then be assessed by the Air Ministry on the basis of the route selected.

2. As regards land conveyance abroad, the air or other officer commanding will take any necessary steps to ensure that the charge in the accounts in respect of the payment to the railway company or other carrier is annotated to show the account in which is included the credit referred to in clause 1.

3. The air or other officer commanding will notify to the Air Ministry the exact charge under clause 2, confirming that the charge has been adjusted in accordance with the instructions contained therein and will report at the same time the name of the vessel and the date on which the airman embarked for home.

4. An "indulgence" passage on a transport or freightship will not be allotted, but the airman may be provided with the passage on any government transport if there is vacant accommodation. In this event the cost to the airman after all service requirements have been met will be assessed at rates applicable for transport passages. The performance of duty during the voyage will not relieve the airman of liability for this charge.

640. Reduction in Purchase Price.—1. Exceptionally, when compassionate grounds which are insufficient to justify a free discharge are advanced and the payment of the full amount would entail an undue handicap to a satisfactory start in civil life, the rate prescribed for airmen with less than 2 years' service in clause 1 of para. **637,** reduced by an amount not exceeding 50 per cent., may if the Air Ministry so decide be charged if more favourable than the rate normally payable under that clause.

2. No reduction will, however, be made for airmen covered by para. **637,** clause 1, column 2, 3 or 4, if there is reason to suppose that the object of the application is solely to turn the training so received to their personal advantage.

641. Applications in respect of Airmen.—1. An application from an airman will be submitted in writing to the C.O. of his unit. Where the applicant seeks to have the amount reduced under para. **640,** clause 1, the fullest information as to the circumstances in which relief is sought will be given. Any letters from private persons or business firms which the airman may be able to produce in substantiation of his claim for a reduction will accompany his application.

Digitized by Google

2. If the airman claims his discharge under Section 81, Air Force Act (*see* para. **636**), and has deposited the purchase money, the C.O. will authorise his discharge; otherwise the C.O. of the unit will forward to the Officer i/c Records (for transmission to the Air Ministry) the application, his recommendation thereon and a certificate stating whether the airman's account shows a debit or credit balance and the amount of such balance.

3. *Deleted.*

4. An application by a relative or other person in respect of an airman will be made by letter, giving the fullest information of the circumstances in which the application is made, addressed to the C.O. of the unit at which the airman is serving. On receipt of such an application the C.O. of the unit will obtain the airman's written consent to his discharge by purchase and will then follow the procedure laid down in clause 2.

642. Applications in respect of Apprentices or Boy Entrants.—Applications by parents or guardians in respect of apprentices or boy entrants will be made by letter, giving the fullest possible particulars of the circumstances in which the application is made, addressed to the apprentice's or boy entrant's C.O. who will forward the application, with his recommendation, through the air or other officer commanding to the Air Ministry. Applications submitted by apprentices or boy entrants on their own behalf will not be considered, except under para. **636**, when the procedure will be as in para. **641**. *See*, however, para. **637**, clause 3.

643. Notification of Approval.—1. Notification of approval of discharge and of the amount to be paid under para. **637** will be made by the Air Ministry to the airman's unit and to the Officer i/c Records, simultaneously. Unless the money has already been paid to the Air Ministry by a relative or interested party, the money will then be paid to the accountant officer of the unit, who will pay the amount into his public account and notify the Air Ministry and the Officer i/c Records of its receipt and of the name of the person making the payment.

2. Where application has been made to the Air Ministry by a relative or interested party the Air Ministry will also notify the applicant of the discharge being approved and of the amount to be deposited and will inform the unit and the Officer i/c Records accordingly.

3. When the Air Ministry approval for discharge has been given and the purchase money has been paid, the unit will carry out the airman's discharge with the utmost possible speed. If payment is made by cheque, however, discharge will not be carried out until the cheque is cleared. Any debtor balance on the airman's account must also be cleared by payment either by the airman himself or by the person finding the purchase money before his discharge is effected. If an airman brought forward for discharge by purchase is found medically unfit and invalided the purchase money will be refunded by the accountant officer of the unit or the Air Ministry as appropriate.

4. The Officer i/c Records will record the amount of purchase money paid in—

(*a*) the airman's permanent record;
(*b*) the certificate of service.

Digitized by Google

The notation in the permanent record will include the name of the person paying the money.

644. Refund of Purchase Money on Re-enlistment.—1. If an airman, after having been discharged by purchase from the R.A.F. with character assessed not below "Fair," has re-enlisted for a period of not less than three years' regular service in the R.N., R.M., Army, or R.A.F., has declared his former service on re-enlistment, and has completed over three months' service on his new engagement, a portion of the purchase money may be refunded to the person who provided it, as follows:—

(*a*) If the airman's discharge was purchased before the completion of three months' service, one half of the purchase money.

(*b*) If the airman's discharge was purchased after the completion of three months' service, two-thirds of the purchase money.

2. After having completed three months' service on his new engagement, an airman who has re-enlisted into the R.A.F. after discharge by purchase from the R.N., R.M., Army or R.A.F., may make application through his C.O. to the Officer i/c Records for a refund of part of the purchase money. The application will give the following particulars:—

(*a*) Official number.

(*b*) Name and christian names in full.

(*c*) Official or regimental number of previous attestation.

(*d*) Name and christian names in full under which previous service was performed.

(*e*) For an airman who purchased his discharge from the Army, regiment or corps with which service on previous attestation was performed.

(*f*) Amount of purchase money paid.

(*g*) Full name and address of person who provided the purchase money.

Where the purchase money was provided by a person other than the airman, an application by that person will accompany the airman's application.

3. The Officer i/c Records will be responsible for verifying the particulars of service and for refunding the amount permissible under clauses 4 and 5.

4. If the purchase money was credited to air force or Indian funds the Officer i/c Records will refund the amount admissible to the person who provided the purchase money, if other than the airman; if the airman himself provided the purchase money the Officer i/c Records will authorise the appropriate refund through the accountant officer of the unit with which the airman is serving. The Officer i/c Records will record in the permanent record the amount refunded, together with the name of the person to whom it is refunded, and a similar note will be made on the airman's certificate of service. The Officer i/c Records will notify the Air Ministry in cases where the money was credited to Indian funds.

5. If the purchase money was credited to Naval or Army funds any refund admissible under their respective regulations will be made direct

Digitized by Google

by the Naval or Army authorities to the person providing the purchase money, if other than the airman; if the airman himself provided the purchase money the Officer i/c Records, on receipt of the appropriate amount from the Admiralty or the officer i/c Army record office, will arrange for payment to the airman through the accountant officer of the unit with which the airman is serving.

5A. A corresponding procedure will be followed in the case of an ex-airman who, after having purchased his discharge from the R.A.F., enlists into the R.N., R.M., or the Army. On receipt of an application for a refund the Officer i/c Records will pay the appropriate amount to the person who provided the purchase money, if other than the ex-airman. If the ex-airman provided the purchase money the Officer i/c Records will remit the amount to the Admiralty or the officer i/c Army record office concerned for payment to the ex-airman.

SECTION VIII.—DISCHARGE AND TRANSFER TO THE RESERVE.

648. General.—1. An airman has not the right to claim transfer to the reserve before completion of the regular air force portion of his engagement, or, except under Section 81, Air Force Act (*see* para. **636**), to claim discharge before completion of the period of service for which he enlisted. Either indulgence may be granted only when the exigencies of the service permit.

2. The discharge or transfer to the reserve of an airman serving at home on termination of the regular air force portion of his engagement will always be effected not later than the day on which such service expires.

3. An airman who becomes due for discharge or transfer to the reserve while serving abroad, and is not permitted to remain abroad, will be brought home within the limits of the terms of his service, as prescribed by Sections 77 and 87, Air Force Act, and his discharge or transfer effected with all convenient speed. Action will not be delayed on account of admission to hospital.

4. In accordance with Section 158, Air Force Act, an airman discharged or transferred to the reserve while undergoing a sentence of imprisonment or detention will complete such sentence after his discharge or transfer to the reserve has been effected.

5. An airman unfit to proceed to his home in consequence of illness when discharged or transferred to the reserve may receive treatment in hospital until fit to travel. If, after he is fit to travel, further remedial treatment is required, he may be retained for such treatment at the discretion of the C.O. of the hospital, subject to the approval of the competent medical authority concerned. Amputation cases may be retained after invaliding as provided in para. **660**, clause 3 (*a*). A report will be furnished to the Air Ministry at the end of each month as to the condition of each airman so retained and the probable date of discharge from hospital.

Digitized by Google

6. An apprentice's or a boy entrant's discharge will be carried out direct from his unit: his parents or guardians will be informed previously and their wishes ascertained as to his disposal.

7. Discharge or transfer to the reserve will not be delayed on account of missing or incomplete documents, or (except as provided in para. **643**) on account of a debtor balance on the airman's pay account.

8. When an airman, who has recently undergone treatment for venereal disease, is discharged or transferred to the reserve, he will be advised by the medical officer of the unit as to the necessity for further treatment, and the address of the civilian venereal disease clinic which is nearest to his intended place of residence will be furnished to him together with Ministry of Health Form V.15.

648A. Advance Notice of Date when Discharge, etc. is Due.—1. The Officer i/c Records will, by means of monthly rolls showing the effective date of termination of regular service, give unit commanders at home and command headquarters abroad twelve months' warning of the date on which airmen will be due for discharge or transfer to the reserve. These rolls will indicate which of the airmen who are engaged for regular service only (other than ex-apprentices) are required for reserve service (*see* para. **653**, clause 1A).

2. A further roll, amended to date, together with the necessary instructions, will also be issued by the Officer i/c Records six weeks before the month in which the discharges or transfers to the reserve fall due. He will at the same time notify the Air Ministry.

3. The C.O. will keep a record of the dates on which airmen become due for discharge or transfer and, if he observes an apparent omission to notify the particulars of any airman when due, will inform the Officer i/c Records.

648B. Airman Pilots—Report on Flying Ability.—Prior to the transfer to the reserve or discharge on completion of engagement of an airman pilot, a C.O. will furnish on Form 1418 direct to the Air Ministry, the Officer i/c Records and the Superintendent of Reserve (one copy to each), a report on his flying ability and efficiency. The reports will be furnished so as to reach their destination not less than one month before the airman is due for transfer or discharge. Where an airman is posted to No. 1 R.A.F. Depôt supernumerary pending transfer or discharge, the reports will be furnished by the unit at which he served prior to this posting, and not by the Commandant of the Depôt. If an airman is posted to the Depôt or other unit for duty within the last three months of his service, a report (one copy only) will be furnished to the C.O. of the Depôt or other unit by the C.O. of the unit at which the airman previously served.

649. Competent Authorities.—1. The competent authorities to authorise an airman's discharge or transfer to the reserve are shown in the tables in paras. **651** and **652**. Usually, when authority is given by the Air Ministry for a discharge or transfer, it will be transmitted through the Officer i/c Records: but where this is not done, or where the C.O. is himself the competent authority (e.g. for discharge by purchase under

Digitized by Google

Section 81, Air Force Act), the C.O. of the discharging unit will inform the Officer i/c Records in advance of the date on which the airman is to be discharged or transferred to the reserve.

2. *Deleted.*

3. The competent authorities to carry out an airman's discharge or transfer are as follows:—

(*a*) The Officer i/c Records—for airmen discharged from the service while in a detention barracks or prison (*see* para. **663**).

(*b*) The C.O. of the hospital—for airmen found medically unfit while in hospital or who become due for discharge or transfer while in hospital.

(*c*) The C.O. of No. 1 R.A.F. Depôt—

(i) *deleted.*
(ii) for airmen who claim disability on discharge or transfer;
(iii) for airmen sent home from abroad for discharge or transfer.

(*d*) In all other cases—the C.O. of the unit on the strength of which the airman is borne, subject to para. **650** and to para. **660**, clause 5, as regards airmen found medically unfit while serving at a unit.

4. The competent authority to confirm all discharges or transfers to the reserve is the Officer i/c Records, who for a discharge will sign the space provided on the airman's certificate of service, or for a transfer to the reserve will record the fact of transfer by inserting the date in the space provided on the certificate of service. An airman's discharge or transfer to the reserve is not complete until it has been confirmed by the Officer i/c Records. Discharges on termination of engagement or on having completed time for pension and normal transfers to the reserve will be confirmed for the day on which the airman's service expires, provided that such date is not earlier than the actual date of ceasing to perform duty. Other discharges and transfers, unless otherwise ordered, will be confirmed for the day on which the discharge or transfer is carried out. The effective date of discharge of an airman appointed to a commission or a cadetship will be the day before the date of appointment notified in the *London Gazette* or by the Officer i/c Records.

650. Procedure for Discharge when Airman's Unit is not a Discharging Unit.—1. The C.O. of the airman's unit will cause any medical examination which may be necessary in accordance with para. **653** to be carried out by the medical officer of the unit. If the airman is to be brought forward for invaliding, action will be taken as laid down in para. **660**; otherwise the C.O. of the original unit will arrange with the C.O. of the appropriate discharging unit for the airman's reception. The airman will always be posted to the discharging unit in time to allow the necessary procedure to be carried out, and any leave taken, before the airman's service expires. The following documents will be completed where necessary and despatched to the discharging unit at least 24 hours before the airman proceeds:—

(*a*) All service documents and enclosures, with character and trade proficiency assessed on Form 125; (*b*) record of kit (Form 1862); and (*c*) transfer list (Form 899). The envelope containing these

Digitized by Google

documents will be marked on the bottom left-hand corner "For discharge." At the same time the Officer i/c Records will be notified of the despatch of the airman to the discharging unit.

2. So far as is possible all outstanding claims against the airman in respect of clothing or other charges will be recovered from him and his account adjusted before he leaves his unit. The airman should be in possession of plain clothes before he leaves his unit.

3. The C.O. of the discharging unit will be responsible for carrying out the remaining procedure laid down in paras. **653** to **659.**

Digitized by Google

651. Transfer to Reserve—Headings.—The transfer to the reserve of an airman will be effected under one of the headings shown in the following table. The words in italics in column 1 will be used for recording the cause of transfer. The particulars shown in column 4 are for the guidance of officers concerned. Reference should be made wherever necessary to the appropriate para. of these regulations, and any amendments thereto carefully noted in this column.

1	2	3	4				5
Cause of transfer.	Channel for submission of application.	Competent authority to authorise transfer.	Eligible for				Special instructions.
			Service gratuity (paras. 3691–3695).	Leave under para. 1404.	Retention of personal clothing and necessaries (para. 2553).	Plain clothes allowance (para. 2554).	
1. *On expiration of his period of regular air force service.*	—	Officer i/c Records	Yes	Yes	Yes	Yes	—
2. *With his consent before expiration of his period of regular air force service—*							
(*a*) Serving at home and within three months of the completion of his regular air force service.	Officer i/c Records direct.	Officer i/c Records	Yes	No	Yes	Yes	To enable an airman to take up civil employment which cannot be held open.
(*b*) On compassionate grounds.	Air Ministry direct (*see* para. 665).	Air Ministry.	30*s.*	No	Yes	Yes	—
(*c*) For any reason other than (*a*) or (*b*).	Air Ministry through the usual channels.	Air Ministry.	As decided by the Air Ministry.	No	Yes	Yes	—

Digitized by Google

652. Discharge Headings.—The discharge of an airman will be effected under one of the following headings. Subject to any special instructions contained in column 5, the words in italics in column 1 and these words only will be used for recording the cause of discharge on the certificate of service (Form 280). The particulars shown in column 4 are for the guidance of officers concerned. Reference should be made wherever necessary to the appropriate para. of these regulations, &c., and any amendments thereto carefully noted in this column.

1	2	3	4				5
Cause of discharge.	Channel for submission of applications.	Competent authority to authorise discharge.	Eligible for				Special instructions.
			Service gratuity (paras. **3691–3695**).	Leave under para. **1404.**	Retention of personal clothing and necessaries (para. **2553**).	Plain clothes allowance (para. **2554**).	
(1) *On termination of engagement.*	—	Officer i/c	Yes	Yes	Yes	Yes	Applicable to all airmen who have completed their engagements, except those discharged to pension.
(2) *With a view to pension :—* (*a*) Having completed time for pension.	For an airman who claims his discharge on three months' notice under Section 85, Air Force Act, only—Officer i/c Records through the usual channels.	Officer i/c Records.	Yes, but £2 only.	Yes	Yes	Yes	Airmen who are brought forward for discharge with a view to pension and are found to be suffering from a Great War disability will, nevertheless, be discharged under this heading, leave under para. **1404** being granted for cases coming under (*a*). If, however, the disability is not a Great War one, the airman will be dealt with under para. **653**, clause 2.
							(*a*) Applicable to airmen who have completed the full period of service necessary to

Digitized by Google

							qualify for service pension under the regulations applicable to them and to those who are permitted to continue their service beyond 24 years.
(*b*) After 20 (18) years' service (for inefficiency).	Air Ministry through the Officer i/c Records.	Air Ministry.	Yes, but £2 only.	No	Yes	Yes	(*b*) Applicable to airmen discharged after 20 years' service for inefficiency (18 years for airmen with vested rights to pension under Army regulations). The words "for inefficiency" in brackets will be added after the cause of discharge in all documents except the certificate of service (Form 280).
(*c*) After 23 years and 9 months' (20 years and 9 months') service towards pension to take up civil employment which cannot be held open (*see* para. 3672, clause 1).	Air Ministry through the Officer i/c Records.	Air Ministry.	Yes, but £2 only.	No	Yes	Yes	(*c*) Applicable to an airman serving on an engagement to complete 24 years (21 years for airmen with vested rights to pension under Army regulations), who has completed 23 years and 9 months' (20 years 9 months') service towards pension and has obtained suitable civil employment which cannot be held open. Definite evidence of the offer of such employment will be required, and the C.O. of the unit will, before submitting the application, verify that the offer of employment is genuine.

Digitized by Google

1	2	3	4				5
Cause of discharge.	Channel for submission of applications.	Competent authority to authorise discharge.	Eligible for				Special instructions.
			Service gratuity (paras. **3691–3695**).	Leave under para. **1404.**	Retention of personal clothing and necessaries (para. **2553**).	Plain clothes allowance (para. **2554**).	
(3) *At own request with a view to pension.*	Air Ministry through the Officer i/c Records.	Air Ministry.	Yes, but £2 only.	No	Yes	Yes	Applicable to airmen allowed to take their discharge prematurely except as provided in 2 (*c*) :— (i) After 20 (18) years' service, or (ii) With less than 24 (21) years' service towards engagement, but with 24 (21) years or more towards pension. (The numbers of years shown in brackets are applicable to airmen with vested rights to pension under Army regulations.)
(4) Invalided : either (*a*) *Below air force physical standard,*	*See* para. **660.**	Competent medical authority.	Yes, but *see* para. **3691,** clause 3.	Yes (*see* para. **1395,** clause 2B, as regards apprentices and boy entrants).	Yes	Yes, also great-coat (*see* para. **2554,** clause 5).	An airman will be invalided if, on the recommendations of a medical board as approved by the competent medical authority, he is found to be (*a*) unfit for air force service under existing standards or (*b*) physically unfit for any form of air force service. *See*, however, the proviso in Col. 5 of (2) regarding an airman found medically unfit who is to be discharged with a view to pension. To be recorded on the certificate

Digitized by Google

or (*b*) *Physically unfit for air force service.*	*See* para. **660.**	Competent medical authority.	Yes, but *see* para. **3691,** clause 3.	Yes (*see* para. **1895,** clause 2B, as regards apprentices and boy entrants).	Yes	Yes, also greatcoat (*see* para. **2554,** clause 5).	of service with the addition of the words at (*a*) or (*b*) in Col. 1, as appropriate. Where the invaliding medical board record that the disability for which an airman is to be discharged is of such a nature as not to interfere with his fitness for civil employment the following entry should be made on his certificate of service against "cause of discharge"—"Below air force physical standard (or physically unfit for air force service) *although fit for employment in civil life.*"
(5) *By purchase.*	*See* paras. **641** and **642.**	On payment of the regulated sum— (i) if deposited within 3 months of enlistment under Section 81, Air Force Act—C.O. of the unit;	No	No	Necessaries and boots only.	No	In addition to the notification by the accountant officer of the unit of receipt of purchase money under para. **643,** the Officer i/c Records will report to the Air Ministry all confirmations of discharge under this heading.
		(ii) in other cases—Air Ministry.	No	No	Yes	Yes	

Digitized by Google

1	2	3	4				5
Cause of discharge.	Channel for submission of applications.	Competent authority to authorise discharge.	Eligible for				Special instructions.
			Service gratuity (paras. **3691–3695**).	Leave under para. **1404.**	Retention of personal clothing and necessaries (para. **2553**).	Plain clothes allowance (para. **2554**).	
			FOR DISCIPLINARY REASONS.				
(6) *With ignominy* ..	Applications under (6) (7), (8) or (9) will be submitted in accordance with the instructions contained in paras. **1208, 1209,** and **504.**	If sentenced at home, the A.O.C. the group: if sentenced abroad, the A.O.C., No. 24 (Training) Group. Air Ministry.	No	No	Necessaries and boots only	No	*See* para. **663** as to discharge from prison.
(7) *For misconduct* ..			No	No	do.	No	(*a*) An airman will not be discharged under this heading unless the misconduct is of such a nature as to justify discharge with disgrace. (*b*) An airman who is recommended for discharge on account of a conviction by the civil power for an offence which is not a felony but which is of a serious nature may be dealt with under this heading. (*c*) An airman who is recommended for discharge on account of a conviction by the

Digitized by Google

							civil power for an offence which is not a felony and is not of a serious character may be discharged under heading (22) without gratuity. (*d*) The application will be accompanied by copies of conduct sheets and copies of civil convictions (if any), and will state whether the airman is believed to have misconducted himself with a view to discharge. (*e*) A warrant officer ***having been dismissed from the service by sentence of court martial*** will be discharged under this heading, the words in italics above being added to those in column 1 to record the cause of discharge. (*f*) An apprentice or a boy entrant will not be discharged under this heading.
(8) ***Having been convicted by the Civil Power of felony*** ..	Applications under (6), (7), (8) or (9) will be submitted in accordance with the instructions contained in paras. **1208, 1209 & 504.**	Air Ministry.	No	No	None	No	An airman will not be discharged under this heading unless the circumstances are such as to justify discharge with disgrace. When, therefore, an airman has been convicted of felony not of a serious nature and his retention in the service is not deemed desirable, he should be discharged under heading (22) without gratuity.

Digitized by Google

1	2	3	4				5
Cause of discharge.	Channel for submission of applications.	Competent authority to authorise discharge.	Eligible for				Special instructions.
			Service gratuity (paras. **3691–3695**).	Leave under para. **1404.**	Retention of personal clothing and necessaries (para. **2553**).	Plain clothes allowance (para. **2554**).	
(9) *Having been sentenced to penal servitude.*	Applications under (6), (7), (8) or (9) will be submitted in accordance with the instructions contained in paras. **1208, 1209** & **504.**	Air Ministry.	No	No	None	No	*See* para. **663** as to discharge from prison. *Note to* (6), (7), (8) *and* (9).—A discharge on account of (6), (7), (8) and (9) will be regarded as discharge with disgrace for the purpose of Section 32, Air Force Act.
				AT HIS OWN REQUEST.			
(10) *Free as an indulgence* (after 12 years' service).	Air Ministry through Officer i/c Records.	Air Ministry.	30*s.*	No	Yes	Yes	
(11) *Free on compassionate grounds.*	Air Ministry direct — *see* para. **665.**	Air Ministry.	30*s.*	No	Yes	Yes	
(12) *For irregular enlistment;* free on claiming discharge under Section	Air Ministry through Officer i/c Records.	Air Ministry.	No	No	Necessaries and boots only.	No	

Digitized by Google

100, Air Force Act, before 3 months' service.							
(13) *Free to take up civil employment.*	Officer i/c Records direct.	Officer i/c Records.	Yes	No	Yes	Yes	Applies to an airman serving (*a*) at home within 3 months of the termination of the regular air force portion of his engagement and for whom the employment cannot be held open and (*b*) abroad within 6 months of the termination of the regular air force portion of his engagement and is desirous of taking up civil employment within the command.
(14) *On appointment to a commission (or cadetship).*	—	Air Ministry.	Cadetship. Yes. Commission. No.	No	Yes	No	
			SERVICES NO LONGER REQUIRED.				
(15) *Having been claimed as an apprentice.*	—	C.O.	No	No	Yes	No	When the requirements of Section 96, Air Force Act, have been fully complied with, the airman will be discharged forthwith.
(16) *Having been claimed for wife desertion.*	Air Ministry through the usual channels.	Air Ministry.	No	No	Necessaries and boots only.	No	Applies only to an airman married before enlistment.

Digitized by Google

1	2	3	4				5
Cause of discharge.	Channel for submission of applications.	Competent authority to authorise discharge.	Eligible for				Special instructions.
			Service gratuity (paras. **3691–3695**).	Leave under para. **1404.**	Retention of personal clothing and necessaries (para. **2553**).	Plain clothes allowance (para. **2554**).	
(17) *Having given a false answer on attestation.*	Air Ministry through the Officer i/c Records.	Air Ministry.	No	No	do.	No	When an airman has been convicted either by court martial or the civil power under Section 33 or 99, Air Force Act, the Air Ministry will decide whether he is to be retained in the service or not. Conduct sheets and copies of civil convictions (if any) will be attached to the application. *See* para. **660,** clause 8, as to action when an airman, who is brought forward for invaliding, is discovered to have made a false answer on attestation. *See* para. **1165,** clauses 2 and 6, as to other discharges under this heading.
(18) *Having made a mis-statement on enlistment.*	Air Ministry through the Officer i/c Records.	Air Ministry.	No	No	Necessaries and boots only.	No	*See* para. **660,** clause 8, as to action when an airman, who is brought forward for invaliding, is discovered to have made a mis-statement.

Digitized by Google

(19) *Not likely to become efficient (on medical grounds).*	A.O.C. the group on whose strength the airman is borne.	A.O.C. the group on whose strength the airman is borne.	Yes	No	Yes	Yes	Only airmen with less than 6 months' service who, in the opinion of the competent medical authority, are unlikely to become fit for service will be discharged under this heading. Where, however, the airman is of unsound mind or suffers from a disability which clearly originated after enlistment he will be invalided. When discharge is proposed under this heading, a report will be prepared by the medical officer of the unit on Form 1085 and submitted to the C.O. for transmission to the competent medical authority who will complete section (*a*), (*b*) or (*c*) of the form and dispose of it as indicated in the section completed.
(20) *Deleted.*							
(21) *For inefficiency.*	(*a*) If with more than six months' service. Air Ministry through the Officer i/c Records. (*b*) If with less than six months' service. Air Ministry direct.	Air Ministry.	Yes	No	Yes	Yes	*See* para **504**, clauses 9 and 10, as to submission of applications.

Digitized by Google

1	2	3	4				5
Cause of discharge.	Channel for submission of applications.	Competent authority to authorise discharge.	Eligible for				Special instructions.
			Service gratuity (paras. **3691–3695**).	Leave under para. **1404.**	Retention of personal clothing and necessaries (para. **2553**).	Plain clothes allowance (para. **2554**).	
(22) *Services no longer required.* Any other cause not provided for.	(*a*) If attestation is not finally approved—Officer i/c Records direct.	Officer i/c Records.	As decided by the Air Ministry.	No	Yes, except where gratuity is withheld when necessaries and boots only.	Yes, except where gratuity is withheld.	(*a*) and (*d*) of column 2 apply only to apprentices or boy entrants whose conduct is unsatisfactory or who are not likely to become efficient, to other airmen who cannot be discharged under any other heading, and to airmen whose attestation is not finally approved by the Officer i/c Records. Where discharge is "*At own request*" or "*Attestation not finally approved*" these words will be added after those given in column 1 to record the cause of discharge. (*b*) of column 2 applies only to aircraftmen undergoing recruits' training. The Air Ministry will decide whether the airman will lose service gratuity and this decision will be recorded by the Officer i/c Records in the airman's permanent record. Where discharge is "*Having been declared a deserter*" these words will be added after those
	(*b*) If found unsuitable during first three months of service—A.O.C. No. 24 (Training) Group direct.	A.O.C. No. 24 (Training) Group.					
	(*c*) Having been declared a deserter—Officer i/c Records direct.	Air Ministry.	No	No	None	No	
	(*d*) In other circumstances—Air Ministry through Officer i/c Records.	Air Ministry.	As decided by the Air Ministry.	No	Yes, except where gratuity is withheld when necessaries and boots only.	Yes, except where gratuity is withheld.	

Digitized by Google

							given in column 1 to record the cause of discharge.
(23) *Not likely to become an efficient airman pilot* (or *air observer, wireless operator/air gunner*, or *air gunner*).	Air Ministry through the usual channels.	Air Ministry.	Yes	No	Yes	Yes	Applies only to directly-entered airman pilots, air observers, wireless operators/air gunners, or air gunners under training or on probation.
(24) *Below the standard required of a service pilot* (or *air observer, wireless operator/air gunner*, or *air gunner*).	Air Ministry through the usual channels.	Air Ministry.	Yes	No	Yes	Yes	Applies only to directly-entered airman pilots, air observers, wireless operators/air gunners, or air gunners who have been confirmed.
(25) *Physically unfit for air force service as an airman pilot* [or *air observer, observer (radio), wireless operator (air gunner)* or *air gunner*] *but not physically unfit for service as an airman on ground duties.*	Officer i/c Records direct.	Officer i/c Records.	Yes	No	Yes	Yes; also greatcoat, *see* para. 2554 clause 5.	Applies only to airmen directly entered for air crew duties who have the right to elect to be discharged if found medically unsuitable for those duties.

Digitized by Google

653. Medical Examination and Disability Claims.—1. An ex-apprentice airman of group 1* or IV will be invited, six months before he is due to be discharged, to prolong his engagement for 4 years' service in the reserve (under the conditions specified in Appendix XXV). If he accepts, he will undergo a medical and dental examination, and any treatment to correct minor disabilities or dental treatment which is found to be necessary will be undertaken without delay with a view to its being completed prior to the transfer of the airman to the reserve.

1A. An airman (other than an ex-apprentice airman of group 1* or IV) engaged for regular service only, who is indicated on a nominal roll issued by the Officer i/c Records under para. **648A** as required for service in the reserve, will be invited, six months before he is due to be discharged, to execute such extension or prolongation of engagement as will allow of 4 years being served in the reserve (under the ordinary conditions). If he accepts, medical and dental examination, and treatment if necessary, will be arranged as provided in clause 1.

1B. An airman whose engagement includes a period of reserve service will be dealt with similarly to an airman to whom clause 1 or 1A applies, as regards medical and dental examination and treatment, six months prior to transfer to the reserve.

1C. At the examination referred to in clauses 1, 1A and 1B, Form 35 will be completed and, in addition, the medical certificate on Form 82 will be completed in respect of an airman whose engagement is being extended or prolonged. Form 35 (headed "Examination for the Reserve") will be completed in detail, "residence" and "previous occupation" on the form being altered to "units" and "R.A.F. trade" respectively. The results obtained will be compared with those recorded on Form 35 on entry, and any deterioration will be noted by the examining medical officer who will then place both card and flimsy copy in Form 48 for safe custody until required for completion at the final examination. An airman who requires medical or dental treatment will be re-examined on completion of such treatment, the result being noted on Form 35. Immediately before an airman leaves his unit on transfer to the reserve, the medical officer will make a note at the bottom of Form 35 either confirming that the airman's condition has not changed since the date of the last examination or stating any change in condition. Form 35 (flimsy) will be re-inserted in the airman's Form 48 and the card forwarded through the usual channels to the competent medical authority, for transmission to the Air Ministry.

1D. An airman who is found on examination under clause 1, 1A or 1B, or at any subsequent examination, to be unfit for service in the reserve, will normally be retained to complete his regular service, provided he is fit to do so, but will not receive dental treatment unless it is urgently required. An airman who is found to be unfit to complete his regular service will be brought before a medical board with a view to invaliding, as laid down in para. **660.** If an ex-apprentice airman of group I* or IV is found unfit for reserve service, the facts will be reported forthwith to the Officer i/c Records, for transmission to the Air Ministry, and the airman will not be brought before a medical board with a view to invaliding pending Air Ministry instructions.

---

* But *see* footnote * to para. **3691A.**

Digitized by Google

2. If an airman who is due to be discharged or transferred to the reserve, and to whom clauses 2A and 2B do not apply, claims to be suffering from a disability he will be brought before a medical board. If the medical board find that he is suffering from a disability which would necessitate his being invalided if he were not due for discharge or transfer to the reserve, he will be invalided. If the disability is not of such a nature he will not be invalided but will be discharged under the appropriate heading of para. **652.** An airman who claims to be suffering from a disability while on leave prior to discharge or transfer to the reserve will be dealt with under para. **661,** clause 4.

2A. Except as provided in clause 2B, an airman found unfit on medical examination (e.g. for re-engagement) who is retained to complete the period of regular service on his existing engagement (provided he is fit to do so) will normally not be invalided but will be discharged under the appropriate heading of para. **652,** and any claim in respect of attributable disability will be dealt with under para. **3722.**

2B. An ex-apprentice airman of group I* or IV, who has prolonged his engagement for service in the reserve but is precluded from transfer thereto on completion of his regular service solely on grounds of medical unfitness, will be invalided. Similarly, a non-apprentice airman whose engagement includes a period in the reserve will be invalided if, on completion of the regular portion of his engagement, he is precluded from transfer to the reserve solely on grounds of medical unfitness.

3. If an airman brought before a medical board under clause 1D or 2 is found fit, his discharge or transfer to the reserve will be carried out on the appropriate date by No. 1 R.A.F. Depôt.

654. *Deleted.*

655. Clothing on Discharge or Transfer.—The airman's clothing will be dealt with at the discharging unit as directed in paras. **2553** and **2554**; his record of kit (Form 1862) will be forwarded to, and retained at, that unit to support the closing of his account in the ledger. The C.O. of the unit at which the airman is serving when authority for discharge or transfer is given will be responsible that the airman has made satisfactory arrangements for the provision of plain clothes. An airman serving at home who proceeds to a discharging unit should be in possession of plain clothes before leaving his unit, but where this has not been done, plain clothes may be issued on repayment at the discharging unit as laid down in para. **2553,** clause 4.

656. Settlement of Accounts.—1. The conditions under which an airman is eligible on discharge or transfer for service gratuity are laid down in Chapter XLII, Section II, and are shown in the tables in paras. **651** and **652.**

2. The accountant officer of the discharging unit will be responsible for the closing of the airman's account as laid down in para. **2810** and that the airman receives all emoluments due to him up to the date of transfer or discharge (including allowances for the period of leave, and plain clothes allowance, if admissible, and any service gratuity payable

* But *see* footnote * to para. **3691A.**

Digitized by Google

under para. **3691** or **3692**) before he leaves the unit; also that Form 852 is completed in accordance with para. **3373** and forwarded to the Air Ministry. The special £100 gratuity payable to ex-apprentice airmen who are transferred to the reserve will be dealt with as laid down in para. **3691A.** All allotments paid by the Air Ministry will be charged against the airman's account.

3. Where the accountant officer has received an intimation in accordance with para. **660,** clause 8, that there is presumptive evidence of misstatement on entry, no gratuity will be credited to the airman's account pending Air Ministry instructions which will be received through the Officer i/c Records.

657. Leave.—The circumstances in which leave is admissible on discharge or transfer to the reserve are laid down in paras. **1395** and **1404** and are shown in the tables in paras. **651** and **652.** An airman who is eligible will be granted leave and his discharge or transfer will become effective on the expiration of such leave provided that his regular air force engagement is not prolonged thereby. Discharge or transfer procedure will be completed before the airman leaves the unit.

658. Civil Employment.—1. (*a*) All airmen (except those for discharge by purchase, or for discharge or premature transfer to the reserve for the specific purpose of taking up employment) will, before leaving regular service, be registered for employment with the Ministry of Labour Employment Exchanges. Such registration will be effected on Ministry of Labour Form E.D.17 as laid down in A.M. Pamphlet No. 52 (Civil Employment for Ex-Regular Airmen) which will be issued to every airman three months before he is due to leave regular service.

(*b*) Airmen of good character should, in addition, be advised to register for civil employment with the National Association for Employment of Regular Sailors, Soldiers and Airmen for which provision is made on Form E.D.17. The addresses of the various branches and agencies of this association are given in the *Air Force List* and the "Guide to Civil Employment."*

(*c*) The facilities offered by the British Legion are contained in a special leaflet as described in A.M. Pamphlet No. 52, and should be brought to the notice of all airmen when registering for civil employment. Provision is also made on Form E.D.17 for particulars of other voluntary associations with which an airman desires to be put in touch.

(*d*) Form E.D.17 is adaptable for all forms of government employment, but Form 1395 should be completed if an airman (of "very good" character) desires employment in the police forces, the form then being forwarded to—

(i) The Commissioner of the Police of the Metropolis, New Scotland Yard, London, S.W.1.;

* The "Guide to Civil Employment" contains information as to opportunities offered to ex-airmen in certain classes of employment. Other information on this subject will, from time to time, be announced in A.M.Os. One copy of the publication will be held personally by the squadron or section commander responsible for interviewing the airmen, and copies will be constantly available for airmen in libraries, reading rooms, and institutes of units. A copy will also be issued to each education officer, in order to assist him in advising airmen as to subjects for study, and to every airman who at the time of discharge is without promise of civil employment.

Digitized by Google

(ii) The Commissioner of Police for the City of London, 26, Old Jewry, London, E.C.2.; or

(iii) The local branch of the National Association for the Employment of Regular Sailors, Soldiers and Airmen for employment with a county or borough police force.

(*e*) If the airman is invalided, the employment exchange can supply the address of the secretary of the local King's Roll Committee.

2. One year before the date on which an airman is due for discharge or transfer to the reserve, his C.O. will be notified by the Officer i/c Records. On receipt of this notification the airman will be interviewed by his squadron or section commander, with the object of ascertaining the extent to which assistance can be given him in the unit to prepare him for employment in civil life. At this interview a copy of A.M. Pamphlet No. 59 (Notes on Civil Employment for Regular Airmen) will be issued to the airman who will be instructed to communicate with the station education officer as soon as possible. Special instruction in the form of vocational training should not be undertaken, but use should be made of such facilities as are available. Advantage should be taken of the facilities afforded by the general education scheme, as shown in para. **455**. Where practicable, the airman should be encouraged to attend workshops with those airmen who are preparing for trade test examinations. In order that they may be in a position to advise airmen as to local vacancies, education officers should keep in close touch with the managers of the local employment exchanges and the nearest branches of the National Association for the Employment of Regular Sailors, Soldiers and Airmen.

3. *Deleted.*

4. Form 310 (Record of particulars of an airman) will be forwarded by the unit to the Officer i/c Records in all cases of discharge and transfer to the reserve, provided the airman is eligible by character. That officer will prepare and forward to the airman after discharge or transfer, a testimonial on Form 856, 856A, or 856B as appropriate, provided that his character is assessed not lower than "Good," setting out in general terms the airman's trade qualifications, character, experience, and any medals, decorations, special acts of gallantry, &c., which have been entered on Form 280 in accordance with para. **2132**, clause 19. As the information given on Form 310 is embodied in Form 856, 856A or 856B as appropriate by the Officer i/c Records, officers may, in order to assist airmen in obtaining civil employment prior to discharge, give to the airman or forward to prospective employers, in addition to the statement setting forth his character and trade proficiency, such information as he would record on Form 310 in respect of the airman providing his character is assessed not lower than "Good". Where a testimonial is given prior to an airman's discharge it is advisable that a statement should be recorded thereon inviting reference also to the airman's discharge papers when he leaves the service.

5. Form 310 will be completed by the unit and included with the documents of all airmen in the following circumstances:—

(*a*) When posted to the home establishment from abroad for discharge or transfer to the reserve which is due to be effected within a period of twelve months.

Digitized by Google

(*b*) When posted non-effective (sick) and likely to be discharged. In the event of the airman not being discharged, the completed Form 310 will be destroyed by the C.O. on the airman's return to duty.

(*c*) When documents are forwarded in accordance with paras. **660,** clause 4 (*a*), and **661,** clause 3.

658A. Comrades of the Royal Air Forces Association.—The aims, objects and conditions of membership of the Association should be brought to the notice of all airmen before they leave regular service, if they have not already become members.

659. Documents.—1. In order to avoid any necessity for the airman's recall, all documents will be completed and his signature obtained, where necessary, before he leaves the discharging unit.

2. The following documents will be completed, where necessary, and despatched to the Officer i/c Records:—Service documents (Form 280 and enclosures, including Forms 120, 121, 125, 48 and other enclosures, and identity discs); Form 400 (Descriptive return of airman invalided or discharged to service pension); Form 310; statement of trade qualifications, &c. (*see* para. **658**); Form 395 (Particulars of discharge or transfer to the reserve); Forms U.I.3X.S. and U.I.69X.S. if applicable; the appropriate signed statement if applicable (*see* para. **369IA,** clause 4). If the airman purchased his discharge under para. **636,** the airman's application for discharge, together with information as to the name of the person providing the purchase money, will also be forwarded to the Officer i/c Records.

3. On leaving the discharge unit an airman will be given a temporary discharge certificate (Form 323); the statement on the form as to the airman's general character will cover his service as a whole and will be for the information of prospective employers as to the airman's fitness for civil employment.

4. On transfer to the reserve, a Form 3456 (card to notify address) will be handed to the airman before he leaves the discharging unit, and a receipt obtained for it on Form 395; he will be instructed to forward it to the Officer i/c Records within fourteen days of his transfer to the reserve and be informed that reserve pay will be forfeited if it is not so forwarded. On receipt of Form 3456 the Officer i/c Records will forward Form 467 (identity certificate) to the airman at his home address.

5. On discharge, Form 3456A (card to notify change of address) will be handed to the airman before he leaves the discharging unit, and he will be instructed to forward it to the Officer i/c Records if he changes his address while on leave, or if he was unable to give a permanent address on leaving the unit.

6. When an airman is discharged with a view to pension, the Officer i/c Records will within 48 hours of the receipt of the airman's documents from the discharging unit submit the appropriate documents to the Air Ministry in order that pension may be assessed. For an airman who is medically unfit, the documents necessary for the award of service pension will be in duplicate and will be transmitted together with the medical board proceedings. For an airman with a vested right to pension under naval regulations, the Officer i/c Records will forward to the Air Ministry all relevant documents at least two months before an airman is brought

Digitized by Google

forward for discharge in order that the exact date of completion of time for pension may be verified.

7. The Officer i/c Records will complete the airman's certificate of service and will confirm the discharge or transfer by his signature on the form. Except as provided in clause 8, the certificate of service will be forwarded to the airman at his home address.

8. When an airman is discharged on appointment to a commission or cadetship, the Officer i/c Records will on completion dispose of the airman's service documents as laid down in para. **2117.**

9. When an airman is discharged "with disgrace" (*see* Section 32, Air Force Act) a note will be made by the Officer i/c Records on the certificate of service warning the airman of the penalties for attempting to re-enlist without declaring the cause of his discharge.

660. Invaliding.—1. Any reference in this para. to an airman's unit will be construed as meaning No. 1 R.A.F. Depôt in the case of an airman sent home from abroad on medical grounds.

2. Except as provided in clause 3 an airman will be brought forward for invaliding as soon as it is considered that he is permanently unfit for air force service under existing standards or physically unfit for any form of air force service.

3. (*a*) Subject to (*c*) below, an airman who has lost a limb will not be brought forward for invaliding until the stump is quite healed and ready for the fitting of an artificial limb. After invaliding, the airman may be retained in hospital as a free patient for a further period to enable him to get used to his limb.

(*b*) Subject to (*c*) below, in other exceptional cases (chiefly those requiring surgical operation) when it is considered that an airman is in need of further attention in hospital in order that the treatment of his disability may be completed, a full medical report will be forwarded to the Air Ministry, for consideration whether the date of the invaliding medical board may be postponed pending the completion of the necessary treatment.

(*c*) An airman will not be retained in regular air force service under (*a*) or (*b*) beyond the date on which he is due for discharge or transfer to the reserve under the terms of his engagement (*see* para. **648,** clauses 2 and 3). After his discharge, an airman may receive free treatment in hospital in accordance with para. **648,** clause 5.

4. As soon as the C.O. of a hospital considers that an airman patient (including an airman detailed for draft abroad admitted to hospital under para. **601,** clause 4 (*b*)) should be brought before a medical board for the purpose of being invalided the following procedure will be followed:—

(*a*) The hospital will notify the airman's unit that it is proposed to bring the airman before a medical board and apply for the airman's service documents. At the same time application will be made to the Officer i/c Records for any Forms 496 and 497 relating to the medical survey of the airman on the termination of the Great War (i.e. under A.M.O. 648 of 1921), and for Form 62 if the airman enlisted subsequently to 1st June, 1921, also any

Digitized by Google

Form 551 in respect of injuries sustained by the airman concerned. If the proposed invaliding is on account of mental disease the Officer i/c Records will be informed accordingly. The unit will forward to the hospital the documents referred to in para. **659**, clause 2, completed as far as possible, and also any other documents, e.g. Forms 3456A, 310 and 323, or information necessary for discharge. Any assessments of character, trade qualifications, &c., required by regulation will be made by the unit.

(*b*) On receipt of the documents referred to in (*a*) Form 496 will be prepared in duplicate, part 2 being completed by the airman and parts 1 and 3 by the medical officer in charge of the case. All documents will then be submitted by the hospital to the competent medical authority of the formation administering the airman's unit, who will decide whether or not the airman should be brought before a medical board as a case for invaliding and return the documents to the hospital. If approval is given, the hospital will arrange for the airman to be examined by a medical board.

(*c*) If the medical board find the airman medically unfit for service, and the finding is concurred in by the competent medical authority of the formation administering the airman's unit, the hospital will forthwith authorise leave under para. **1395** or **1404** and carry out the airman's discharge as from the date on which such leave expires, notifying the unit and the Officer i/c Records accordingly (*see* para. **661** as regards an airman due for transfer to the reserve whose disability is of a transitory nature). In the case of an airman invalided for mental disease, the C.O. of the hospital, when notifying the unit and the Officer i/c Records as required above, will give his opinion as to whether or not the airman is capable of giving a valid receipt (*see also* para. **662**, clause 5). The sum of £1 may be advanced by the hospital to the airman (provided, in a mental case, he is capable of giving a valid receipt) who should be informed that he will receive a final settlement at his home address. A receipt for the amount issued will be obtained and forwarded to the accountant officer concerned at the time of notifying the unit. If, during the period of leave, an airman's admission to a civil hospital or institution is dependent on his discharge from the R.A.F. prior to such admission, he may be discharged and granted a bonus equivalent to the ordinary pay of his rank and group, good conduct pay and allowances (including family allowance, if eligible therefor, but excluding clothing allowance and all forms of duty pay) in respect of the unexpired portion of the leave.

(*d*) The accountant officer of the airman's unit will be responsible for closing the airman's account and also that Form 852 is forwarded to the Air Ministry. The airman's account will be credited with all amounts due to him up to the date of discharge including plain clothes allowances, if admissible, and any service gratuity payable under para. **3691** or **3692**, subject to para. **656**, clause 3. Any outstanding charges will be debited against him, including all allotments paid by the Air Ministry and any charges for civilian clothing supplied from naval or military or air force sources. Normally within two days of the receipt of the notification referred to in (*c*) above, the accountant officer will forward to the airman

Digitized by Google

any balance due to him. If it is not possible to make a final settlement of the airman's account within a week of the airman proceeding to his home, a further payment based on the airman's probable entitlement after deducting all known charges will be made to him.

(*e*) The airman's unit will be responsible for disposing of any of the airman's clothing which had been left at the unit and for despatching to the airman's home address any articles to which he is entitled, and which he wishes to retain. His record of kit will be retained at the unit.

5. As soon as the medical officer in charge of a unit at home considers that an airman serving in the unit (not being a patient in a hospital) should be brought before a medical board for the purpose of being invalided the following procedure will be followed:—

(*a*) The unit will apply to the Officer i/c Records for Form 62, in respect of an airman who enlisted subsequent to 1st June, 1921, and for any Forms 551 in respect of injuries sustained by the airman concerned.* Form 496 will be prepared in duplicate, part 2 being completed by the airman and parts 1 and 3 by the medical officer of the unit, and this form, together with Form 62, will then be submitted by the unit to the P.M.O. of the command to which the airman's unit properly belongs, for his concurrence. On return of these documents from that officer, with concurrence in boarding, the unit will apply to the Officer i/c Records for the airman to be posted to the nearest station at which there is a R.A.F. hospital. Apprentices and boy entrants will, for this purpose, be posted to Halton or Cranwell only. On receipt of posting instructions, the unit will complete all service documents (character and trade proficiency being assessed on Form 125) and will forward them to the new station with Forms 496 and 62 and a transfer list (Form 899) 24 hours before the airman proceeds. The envelope containing the documents will be marked in the bottom left hand corner "For medical board."

(*b*) On arrival of the airman at the new station, the senior medical officer of the station will be informed in order that he may arrange for the airman to be brought before a medical board.

(*c*) The opinion of the medical board on Form 496 will be submitted to the P.M.O. for his concurrence. If the competent medical authority concurs in the opinion of the board that the airman is unfit for service, the new station, on receipt of the board proceedings, will forthwith authorise leave under para. **1395** or **1404**, and carry out his discharge with effect from the date on which such leave expires. If the airman is found medically fit for service he will be returned to his unit, unless he is due for discharge or transfer which will then be effected under the appropriate heading by the new station. (*See* para. **661** as regards an airman due for transfer to the reserve whose disability is of a transitory nature.)

* For airmen enlisted prior to 1st September, 1921, application will also be made for any Forms 496 and 497 relating to the medical survey of the airman on the termination of the Great War (i.e. under A.M.O. 648/1921).

Digitized by Google

(*d*) If the medical board consider that the case requires hospital investigation prior to the expression of final opinion, the airman will be admitted to a hospital where the case will be investigated and a medical board held. If the airman is found unfit, he will be invalided from hospital in accordance with clause 4. In such cases the airman will remain on the strength of the new station, which will be regarded as the airman's unit for this purpose.

(*e*) In order to complete medical records, the president of the medical board will extract paras. 28 (*a*) and 36 of Form 496 on to Form 39 (card and flimsy). These latter forms will be dated and signed by the president and disposed of in accordance with routine procedure. When medical boards are held in other than R.A.F. medical establishments, the P.M.O. of the command will make the necessary certified extracts on to Form 39.

6. The Officer i/c Records will, within 24 hours of receipt of the documents from the hospital or the new station, submit the appropriate documents to the Air Ministry for assessment of disability pension, if any.

7. A helpless airman who has been discharged or is proceeding on leave granted under para. **1395** or **1404** will be accompanied to his destination by an unarmed conducting party, provided under local arrangements.

8. The invaliding of an airman will not be delayed on account of his having made a false answer on the attestation paper or a misstatement on enlistment. If it emerges at a medical board from an airman's own statement or otherwise that he had been in receipt of an award for disability before enlistment, the medical board will direct attention to the fact by means of a note on the medical board proceedings (Form 496). If the competent medical authority considers that there is presumptive evidence of a false answer on the attestation paper, or of misstatement on enlistment he will forthwith cause the accountant officer settling the airman's accounts to be notified accordingly. Action to carry out the airman's discharge will be taken in the ordinary course but the Officer i/c Records, on receipt of the airman's documents, will withhold confirmation of the discharge until he has obtained instructions from the Air Ministry as to the heading under which the airman should be discharged.

9. The invaliding of an airman from a naval or military hospital will be carried out in all respects under the procedure indicated in clause 4 except that the C.O. of the hospital in applying to the air force competent medical authority for decision as to holding a medical board will notify the proposed date and place of sitting and will request that an air force medical officer may be detailed to act as a member of the board during the consideration of the airman's case. The proceedings will be submitted to the P.M.O. of the command concerned for his approval and authority for action in accordance with the recommendations of the board.

661. Airmen in Hospital or Sick when Due for Discharge or Transfer.—1. If an airman is in hospital on the date on which notification is received by his unit that he is due for discharge on termination of his engagement or for transfer to the reserve, the unit will inform the hospital.

Digitized by Google

2. If the airman is to be brought before a medical board on account of a disability or with a view to invaliding, the hospital will take action in accordance with para. **660,** clause 4. An airman in hospital when due for transfer to the reserve will be examined by a medical board in order to ascertain his fitness for service in the reserve in all cases when, in the opinion of the medical authority, his disability is of such a nature as to prevent him from efficiently carrying out the duties of his trade. (*See* clause 6 as to action when the board considers the disability of an airman due for transfer to the reserve to be of a transitory nature.)

3. If the airman is not to be invalided, the hospital will so inform the unit, who, if the airman will be still in hospital on the date on which he is due for discharge or transfer to the reserve, will forward all necessary documents (including Form 310), completed as far as possible, to the hospital, who will carry out discharge or transfer in accordance with the appropriate procedure, subject to the modifications laid down in para. **660,** clause 4 (*d*) and (*e*). The airman will be allowed treatment in accordance with para. **648,** clause 5, and discharged from hospital at the discretion of the C.O. and on the earliest possible date.

4. If an airman who is due for discharge or transfer falls sick whilst on leave granted in accordance with para. **1404,** or before proceeding on such leave, he will be discharged or transferred on the due date. If, prior to discharge or transfer to the reserve, he claims a disability, arrangements will be made by the Air Ministry for him to be medically boarded, if considered advisable. If he is found to be suffering from a disability which, were he not due for discharge or transfer to the reserve, would necessitate his being invalided, instructions will be issued for the cancellation of the discharge or transfer to the reserve in favour of invaliding.

5. Cases in which an airman claims on or after discharge to be suffering from a disability caused by service conditions will be dealt with under para. **3722.**

6. When an airman due for transfer to the reserve has been examined by a medical board and found to be suffering from a disability which is considered to be of such a transitory nature that he is likely to become fit for the duties of his trade within six months, his transfer to the reserve will be effected and arrangements will be made by the Officer i/c Records with the Air Ministry for him to be medically re-examined within the period recorded on the board proceedings.

661A. Ex-apprentice Airmen (Group I or IV) Temporarily Unfit for Enlistment in the Reserve.—Ex-apprentice airmen of group I* or IV who when medically examined under para. **653** are adjudged to be only temporarily unfit for service in the reserve will be discharged under para. **652** (1), but if they become fit within six months of discharge they will be permitted, if otherwise eligible, to enlist in the reserve. If they are not found fit for the reserve within six months of discharge the heading of discharge will be altered to para. **652** (4).

662. Disposal of Airmen of Unsound Mind.—1. An airman who is suffering from mental disease will be invalided, in accordance with the

* But *see* footnote * to para. **3691A.**

Digitized by Google

procedure laid down in para. **660**, subject to the following modifications. (These modifications will not apply to an airman who has suffered from mental disease and has recovered, who will be invalided under the procedure laid down for non-mental cases, the word (Recovered) being inserted after the diagnosis):—

(*a*) *Discharge of airman of unsound mind* (*harmless*).

(i) If the airman is not dangerous to himself, or to other persons, the officer carrying out discharge will ascertain whether his relatives or friends are willing to receive him; if they are willing the airman may, on discharge or on being granted leave under para. **1395** or **1404**, be handed over to such relatives or friends, an acknowledgment of handing over being obtained.

(ii) If no relative or friend is willing to receive him, such airman will be sent, in accordance with Section 91 (1), Air Force Act, after reasonable notice in writing has been given, to the poor law authority* to which he appears to be chargeable, i.e. to the poor law authority of either the poor law area of settlement where evidence is readily available showing that settlement has arisen elsewhere than the place of birth, or, failing evidence as to the poor law area of settlement, to the poor law area in which the airman appears from his attestation or from other available information to have been born. In no case will such a patient be sent direct to a mental hospital. The appropriate air or other officer commanding will sign the order for the airman's delivery to the poor law authority and will state expressly therein that the order is signed in pursuance of Section 91, Air Force Act.

(iii) In the event of the authorities refusing to accept the airman on the ground that he is not chargeable to them, they will be informed that the airman is being handed over to their care under the provisions of Section 91 of the Air Force Act, and that they must settle between themselves and the poor law authority to which they consider he is properly chargeable any dispute as to the actual liability for the man's upkeep after his reception.

(*b*) *Discharge of airman of unsound mind* (*dangerous*).

(i) If the airman is dangerous, the air or other officer commanding will personally sign the reception order (for England and Wales, Form 261; for Northern Ireland, Form 262; for Scotland, Form 263) and will give such instructions under Section 91, Air Force Act, for the sending of such airman direct to the mental hospital or other institution to which the airman can lawfully be sent, as the case may require.

(ii) The air or other officer commanding will in each case give reasonable notice in writing to the authority to which it is proposed to send the airman on discharge, and will state therein the place of birth of the airman as shown on his certificate of service.

* The poor law authority is, in England, the council of the county or county borough; in Scotland, the council of the county or large burgh; and in Northern Ireland, the board of guardians. The poor law area is, in England, the county or county borough; in Scotland, the county or large burgh; and in Northern Ireland, the poor law union.

Digitized by Google

2. If an airman of unsound mind who is brought forward for discharge is in a civil institution, the necessary documents will be completed under the authority of the air or other officer commanding. The certificate of the board at the mental hospital will be accepted in lieu of a service medical board.

3. If there is doubt or disagreement with any civil lunacy authority as to the chargeability of any airman of unsound mind, or insufficient information to show to what authority he is chargeable, the air or other officer commanding will refer to the Air Ministry for instructions, action being suspended and the airman retained in hospital until such instructions are issued.

4. When an airman of unsound mind is handed over to relatives or friends, or sent to a poor law authority, or removed to a mental hospital or other institution he will be accompanied by an unarmed conducting party provided under local arrangements.

5. An airman invalided for mental disease will receive all emoluments due to him, if in the opinion of the C.O. of the hospital he is capable of giving a valid receipt; otherwise final payment will not be made, but any balance due will be held by the accountant officer of the unit and reported to the Air Ministry on Form 901. (*See* para. **2810**, clause 1.)

6. Unemployment insurance documents will be completed as far as possible and forwarded to the Officer i/c Records for transmission to the Ministry of Labour. The airman's certificate of service will be disposed of by the Officer i/c Records.

7. If the airman is sent to or retained in a civil mental hospital, the Officer i/c Records will notify the authorities of the hospital immediately the discharge has been completed, and in the case of a criminal lunatic will also notify the Home Office.

663. Discharge from Prison or Detention Barracks.—1. If an airman is to be discharged on the expiration of his sentence in accordance with para. **1208**, clause 2A, the action indicated in the following clauses will be taken.

2. The Air Ministry authority for discharge, when such is necessary, together with the airman's service documents, will be sent direct by the Air Ministry to the Officer i/c Records, who will obtain from the unit on the strength of which the airman is borne a transfer list (Form 899) showing credit balance, or a statement that the airman's account shows a debit balance which is being adjusted. Form 899 or the statement will be forwarded immediately by the unit to the Officer i/c Records. If further sums afterwards become due to the airman (e.g. through the sale of kit) Form 556 will be forwarded to the Officer i/c Records as laid down in para. **2818**.

3. The Officer i/c Records will, subject to clause 4, complete the discharge documents and forward them, together with any balance of pay due, to the C.O. of the detention barracks or governor of the prison, to be handed to the airman on his discharge from detention or imprisonment. The discharge will be confirmed by the Officer i/c Records with effect from the date of despatch of the documents. (*See* para. **2555** as regards provision of plain clothes.)

Digitized by Google

4. If the airman claims a disability he will be examined by the medical officer of the detention barracks or prison, and a statement of his case on Form 496 will be submitted through the Officer i/c Records to the competent medical authority of the area in which the barracks or prison is situated. If the competent medical authority concurs in the necessity for a medical board, he will arrange for the airman to be so examined. This board will normally consist of one air force medical officer and the medical officer of the detention barracks or prison. Form 496 will be completed and returned to the Officer i/c Records.

664. Discharge or Transfer to Reserve Abroad.—1. When an airman applies to be discharged or transferred to the reserve in the country abroad in which he is serving, the unit will submit to the Officer i/c Records, through the usual channels, the application together with a signed statement from the airman to the effect that he understands that, after discharge or transfer to the reserve, he has no claim to a free passage to return home, except as may be allowed by paras. **3024**, clause 5, and **3119A**, clause 1 (*f*).

2. The Officer i/c Records will, after obtaining Air Ministry approval, when necessary, authorise the discharge or transfer to the reserve, and forward to the unit all necessary documents with instructions as to their completion and as to the conditions under which the discharge or transfer will be carried out abroad. The unit will effect the discharge or transfer to the reserve and forward the documents to the Officer i/c Records.

3. *See* para. **3363** as to the cessation of family allowance.

665. Discharge or Transfer to Reserve on Extreme Compassionate Grounds.—1. Application by an airman for discharge or transfer to the reserve on extreme compassionate grounds may be submitted only when real distress is urged as the result of the airman's retention in the service. The following list of cases which may be submitted will afford a general basis for the guidance of C.Os. but is not exhaustive:—

(*a*) Son—

(i) the only support of a widowed mother in necessitous circumstances;

(ii) the only support of his father who is a widower in necessitous circumstances and incapable of earning;

(iii) one or both of whose parents are over sixty years of age or who are both incapable of earning and are solely dependent on him.

(*b*) Grandson, who has a grandparent or grandparents in necessitous circumstances wholly dependent on him.

(*c*) Husband whose wife is in necessitous circumstances and wholly dependent on him, and either has one or more children under fourteen years of age dependent on her, or if childless is an invalid.

(*d*) Widower having two or more children under fourteen years of age with no near relative to take charge of them—the expression "near relative" for this purpose means a parent, grandparent, brother or sister of the airman.

Digitized by Google

(*e*) Brother who has one or more sisters in necessitous circumstances, the sister or sisters being incapable of earning and wholly dependent on the airman.

2. Discharge or transfer to the reserve on extreme compassionate grounds will not be approved without Air Ministry authority in each case.

3. The procedure will be as follows:—

(*a*) Application for release will be made in writing to the C.O. of the unit concerned. No special form will be used.

(*b*) Every application must contain a statement of the facts relied on to prove eligibility, and must be verified by the signature of one of the following persons:—

(i) Mayor of a metropolitan borough.
(ii) Magistrate or justice of the peace.
(iii) Commissioner for oaths.
(iv) Minister of religion.
(v) Officer not below the substantive rank of wing commander, or of corresponding rank in the Navy or Army, on the active or retired list.

(*c*) Where illness or inability to work owing to physical or mental disability is alleged, a medical certificate of recent date signed by a registered medical practitioner will be forwarded.

(*d*) Every application must be accompanied by the following particulars:—

(i) Air force number, rank, trade, surname and initials of the airman whose release is sought.
(ii) Unit at which serving and whether under orders for abroad.
(iii) Particulars of the ages and sex and home address of dependants, their total income and sources thereof, and relationship to the airman.
(iv) Evidence of a definite offer of employment, the precise nature of such employment and of the wages the airman would receive in civil life in the event of his release being approved.
(v) When the application is due to the death of a parent or wife, the date of death.
(vi) A signed statement to the effect that the airman is willing to be discharged or transferred to the reserve and whether he is in a position to purchase his discharge.
(vii) The state of the airman's account.
(viii) A completed Form 200.

(*e*) Every application will be thoroughly investigated by the C.O. of the unit and will be forwarded, together with his recommendation, direct to the Air Ministry.

Digitized by Google

CHAPTER XI.

REGULATIONS RELATING TO THE MAINTENANCE, INSPECTION AND TESTING OF AIRCRAFT.

SECTION I.—MAINTENANCE ORDERS, ETC., RESPONSIBILITIES AND DUTIES.

667. Exceptions to the Standard Procedure.—1. The regulations contained in this chapter are inapplicable, wholly or in part, in the following instances:—

(*a*) *Experimental Establishments.*—The regulations need not be applied to the maintenance and inspection of aircraft and engines on the charge of experimental establishments as to which the Air Ministry will issue such special instructions as are necessary.

(*b*) *Repair Depôts.*—The regulations need not be applied to the maintenance of aircraft and engines in course of overhaul and test at repair depôts. The C.O. is to satisfy himself, however, that the system of carrying out and recording maintenance duties and inspections prior to and between tests is adequate and accords as closely with these regulations as is compatible with local conditions.

(*c*) *Communication Squadrons and Flights, Flying Training Schools, and School of Army Co-operation (Training Squadrons).*—The regulations will be applied except that para. **670,** clause 3 (*c*) may be relaxed to permit of one pilot being in charge of three aircraft at one time.

(*d*) *Stored Aircraft.*—The regulations will be applied except para. **670,** clauses 3 and 4. Special regulations are published in A.P. 830, Volume II. The Aircraft Maintenance Form is to be used.

(*e*) *Auxiliary Air Force Squadrons.*—The regulations will be applied but will be read in conjunction with the regulations for the Auxiliary Air Force (A.P. 968).

2. The standard procedure for the maintenance of aeroplanes is laid down in A.P. 1574 and the regulations relating to airframe and engine log books are contained in A.P. 1464, Vol. II.

668. Issue of Maintenance Orders—General.—1. Unit maintenance orders are to be issued in accordance with the detailed instructions contained in A.P. 1574.

2. *Deleted.*

3. The senior technical specialist officer, warrant officer or airman borne on the establishment for specialist duties is responsible for maintaining a complete set of all orders, modifications, drawings and relevant literature issued in respect of the particular items of equipment for which he is responsible. He is also to ensure that all copies of orders issued are amended as necessary.

4. A flight commander is responsible within his flight for the adequate circulation of all orders affecting maintenance. He is also to keep such records of circulation as will ensure that all copies of orders issued are amended as necessary.

Digitized by Google

669. *Deleted.*

670. **Responsibilities of Personnel.**—1. *Responsibility of a C.O.*—A C.O. will co-ordinate the work of the flights, workshops, etc., of the unit. He is also responsible that all officers and such airman pilots as are immediately concerned are cognizant of the contents of the appropriate Air Ministry Confidential Orders and Air Publications (Vols. II) in so far as they are individually concerned, and that such instructions are properly applied.

2. *Responsibilities of Technical Specialist Officers.*—These officers are responsible to the C.O. for the correct maintenance of all the unit equipment of which they have specialist knowledge; they are also responsible to the C.O. that all modifications, overhauls, repairs, inspections and tests are carried out at the proper times in accordance with the orders issued to the service from time to time. Certain routine inspections will, however, normally be supervised by non-specialist officers. (*See* clause 3.)

3. *Responsibilities of Non-Specialist Officers.*—(*a*) Excepting such work as falls outside routine inspections, such as work for which specialist personnel are borne on the unit's establishment, a flight commander is responsible for the maintenance of the aircraft in his flight. He may, however, delegate responsibilities to pilots (*see* sub-clause (*b*)) who are, in his opinion, competent.

(*b*) Every aircraft which is part of the initial equipment of a unit or is in current use is to be placed in the charge of a pilot who is to be responsible for its routine maintenance.

(*c*) No pilot, other than the flight commander, is to have charge of more than two aircraft at any one time.

4. *Responsibilities of N.C.Os. and Aircraftmen.*—(*a*) The primary duty of flight N.C.Os. of the rank of flight sergeant and sergeant is supervision and inspection. Only in exceptional circumstances are they to be detailed to maintain personally particular aircraft and should this course become necessary, the flight commander is to take steps to ensure that supervision and inspection are not adversely affected. N.C.Os. are to supervise periodic inspections and independent checks organised in such a manner as to ensure that each airframe and engine is completely inspected from time to time as laid down in the detailed orders, Part I (*see* para. 668.) They are to supervise with particular care all work done by inexperienced airmen.

(*b*) An aircraftman or corporal doing any item of repair work is responsible for reporting to the appropriate senior N.C.O. of the flight, and, if not himself in charge of the aeroplane concerned, for reporting completion of the work to the aircraftman or corporal in charge, who will ensure that the safety of the aeroplane has not been impaired. The work will be further inspected by the senior N.C.O. of the flight concerned.

(*c*) Fitters, grade II, or riggers and fitters, or flight riggers and flight mechanics, not above the rank of corporal, will be detailed for the maintenance of each aeroplane, fitters, grade II, being assisted by mates. Their employment will be continuous on particular aeroplanes or airframes and

Digitized by Google

aero-engines, and diversion to other aeroplanes will be avoided as far as is possible. The sub-division of their duties will be as follows:—

(i) Where maintenance duties devolve upon fitters, grade II (and mates), such fitters will be responsible for the maintenance of all parts of the aeroplane other than those for which a special tradesman, e.g. instrument maker, wireless operator mechanic, or armourer, allowed on establishment is responsible.

(ii) Where riggers and fitters, or flight riggers and flight mechanics, are employed, the senior rigger, or flight rigger, will be responsible for the maintenance of all parts of the airframe other than those for which a fitter or special tradesman allowed on establishment is responsible. The senior fitter, or flight mechanic, will be responsible for the maintenance of the aero-engine, aero-engine ignition, starting devices, fuel system, oil system, cooling system and all wiring, piping, controls, instruments and accessories in connection therewith, other than those for which a special tradesman allowed on establishment is responsible: this responsibility includes the bolts or other devices attaching the parts enumerated to the airframe. The fitter or flight mechanic is responsible for the attachment only of wooden airscrews; if a metal airscrew is fitted he is responsible for the whole airscrew and any gearing or controls operating it.

(iii) Wireless operator mechanics, armourers, fitter armourers, electricians and other specialist tradesmen are responsible for the fitting, inspection and maintenance of all items of specialist equipment appertaining to their trades.

Section II.—Modifications and Inspections.

673. Modifications.—1. In no circumstances other than those detailed in clauses 2 and 3 may any modification which has not received the official sanction of the Air Ministry be made in any airframe or aero-engine. All modifications which units (other than repair depôts) are authorised to carry out are published in Air Publications (Vols. II). In special cases modifications are authorised by letter or signal from the Air Ministry, but details of the modifications will subsequently be promulgated in Volumes II of the appropriate Air Publications. Applications to make alterations or modifications which have not been sanctioned as above will be forwarded through the usual channels to the Air Ministry.

2. In the event of operational or other requirements of extreme urgency necessitating modification to an airframe or aero-engine in circumstances which make it impracticable to obtain prior Air Ministry approval, the modification must, before embodiment, be formally approved by the air or other officer commanding, on the recommendation of the senior engineer officer borne on his staff for specialist duties. The officer recommending the modification must be a fully qualified "E" officer posted for engineer staff duties. If no such officer is available, application for permission to modify must be made to the Air Ministry

Digitized by Google

by signal. The officer making the recommendation to the A.O.C. is responsible for ensuring that the modification he proposes to incorporate is not one which will affect interchangeability of spares, or, should interchangeability be affected, he must report to the A.O.C. accordingly at the time of making his recommendation. Whenever a modification is incorporated under the provisions of this clause without prior reference to the Air Ministry, full details of the modification must be transmitted to the Air Ministry within twenty-four hours of authority to incorporate having been given.

3. In circumstances other than those of extreme urgency the senior engineer officer borne on the staff of the air or other officer commanding for specialist duties may authorise modifications provided he is satisfied, after due investigation, that—

(*a*) the modification will not adversely affect the *safety* of the aircraft;

(*b*) the modification is *essential* and not merely desirable, i.e. the incorporation of the modification will promote the efficient operation of the aircraft to an extent which warrants such a departure from the normal procedure;

(*c*) the provisions of A.P. 1464, Vol. II, Leaflet A.29, regarding labour, materials, etc., can be complied with.

4. The C.O. of a unit will be responsible that all modifications sanctioned in Air Publications (Vols. II) are embodied in the airframe, engine or other equipment to which they relate in accordance with the orders issued with them.

5. Every approved modification affecting an airframe or engine will be entered in the log book of that aircraft or engine in accordance with the instructions contained in the log book.

674. *Deleted.*

675. Inspection of Visiting Aircraft.—1. Inspection and maintenance of visiting aircraft will normally form part of the duties of fitters and riggers carried as crews in the aircraft, acting, in the absence of appropriate N.C.Os. in the crew, under the supervision of the appropriate N.C.O. of the duty flight of the station visited.

2. When competent airmen are not carried as crews, inspection and maintenance will devolve on the personnel of the duty flight, under the provisions of the Part I, Aircraft Maintenance Orders of the unit visited.

3. Any repair work done must be inspected in accordance with these regulations and Form 700 must be certified by the inspecting N.C.Os. before the aircraft is allowed to leave.

4. The primary responsibility for the observance of inspection and maintenance regulations lies with the pilot of a visiting aircraft who must report to the duty pilot the extent to which he will require assistance from the personnel of the unit.

676. Routine Inspections of Aeroplanes on Transfer.—When an aeroplane is transferred in serviceable condition from one unit to another, or to an experimental establishment or a contractor's works, the procedure laid down in A.P.1574 will be observed.

Digitized by Google

677. Inspection of Work carried out by Contractors.—1. (*a*) When for any reason work carried out by contractors cannot be inspected at service units by A.I.D.* staff, the necessary inspections will be carried out by the technical officers of the units concerned. To ensure that these officers are in possession of sufficient information to carry out the inspection the C.O. of the station concerned will be furnished by the inspector-in-charge at the contractor's works with—

(i) all relevant drawings necessary for inspectional purposes;
(ii) a copy of the "Explanatory statement covering the Modification" which relates to the modification and indicates the method of application to airframes or engines already in service;
(iii) a covering letter which will contain full technical direction and all information required to enable him to effect a complete verification of the correctness of the work carried out by the contractor.

In emergency, where time does not permit of preparing the drawings and documents referred to at (i), (ii) and (iii), descriptive detail will be furnished sufficient to permit of the inspection being carried out.

(*b*) When inspections have been delegated to the service, the C.O will not permit the work to proceed beyond a stage rendering inspection impracticable, until such time as he is in possession of information sufficient to enable the inspection to be efficiently carried out.

2. On completion of the work the C.O. will—

(*a*) return all drawings and relative documents supplied to the inspector-in-charge, A.I.D., at the contractor's works, and
(*b*) forward a certificate to the inspector-in-charge, A.I.D., at contractor's works covering the satisfactory completion of the work.

3. Cases in which difficulties are experienced in carrying out the inspection will be notified to the Air Ministry without delay.

Section III.—Boards of Survey, Reconditioning, Overhauls and Repairs.

679. Boards of Survey (Aircraft and Engines).—1. If, at any time the continuous inspection detailed in the maintenance schedules reveals any indication that a board of survey is required, the flight commander is to make a notation in the log book and bring it to the notice of his C.O. who is to obtain the opinion of an engineer officer or warrant officer (engineer) or, if there is no such officer on the strength of the unit, report

* When the incorporation of a modification becomes necessary in advance of formal notification of official approval, it is the duty of the inspector-in-charge, A.I.D., to ensure that the drawings involved and the instructions relating to the incorporation of the modification are technically approved by the Air Ministry (D.T.D.). In such cases the drawings furnished to the C.O. will be marked by the inspector-in-charge:—

"FOR USE ONLY IN CONNECTION WITH THE INSPECTION OF MODIFICATION No....."

Digitized by Google

the matter to command headquarters. On receipt of the report, command headquarters will send an engineer officer or warrant officer (engineer) either from headquarters or from a neighbouring unit, whichever is more convenient.

2. If the engineer officer or warrant officer considers a board of survey unnecessary, he is to make an entry in the log book recording his opinion, stating the repairs or replacements to be made and what further period of flying he recommends; if, however, he considers a board of survey is necessary, he is to inform the C.O. who is to convene one forthwith, in order that the engineer officer or warrant officer, if a visitor, may be present as a member. The findings of the board are to be recorded on Form 2 and inserted in the log book.

3. The further period recommended by the board of survey, or by the engineer officer or warrant officer if no board has been held, may be of any duration† up to that required to complete the life of the airframe as laid down by the command.

3A. If the board of survey (or engineer officer or warrant officer if no board is held) consider that there is presumptive evidence of contributory negligence or culpable default, they will record their finding in the log books and ensure that it is brought to the notice of the C.O. in order that a court of inquiry may be convened (*see* para. 1328).

3B. A board of survey will be held when an airframe completes the standard flying life laid down by the command and, if the condition of the aeroplane so warrants, will make suitable recommendations to the A.O.C. for extension.

4. Boards of survey (aircraft and engines) will consist of two members, selected in either of the following ways, though the procedure at (i) will be followed as a rule:—

(i) A president, who must be a qualified E or E* officer from command headquarters and an officer (who must be similarly qualified) from the station where the board is held.

(ii) A president and one other officer from the station, both of whom must be qualified E or E* officers, or a president qualified as above and a warrant officer (engineer).

In addition to the above a third member who will be a qualified officer from the appropriate depôt will be appointed whenever local conditions permit.

680. Engine Efficiency.—1. In normal circumstances an engine will not be considered fit for flying purposes until it is running perfectly. The failure to trace and remedy any defect which is apparent in an engine will render that engine unfit for flying.

2. A slight falling off in power, attributable to the time an engine has run since its last overhaul, will not be regarded as rendering the engine unfit for flying if it is, in other respects, running perfectly.

† It is desirable that the period recommended should be a multiple of the longest periodic inspection standardised in the specimen Aircraft Maintenance Schedules. (*See* A.P. 1447.)

Digitized by Google

681. Defective Parts and Experimental Equipment.—1. Technical reports on failures or defects in airframes, aero-engines, or parts thereof, instruments (air and ground), armament equipment forming part of the regular equipment of aeroplanes, parachutes, and aeroplane accessories, will be rendered by all units as and when the failure or defect occurs. It will be at the discretion of the C.O. to decide when a failure or defect is of sufficient importance to justify its being reported; but failures or defects which indicate weakness in design, faulty material or imperfect workmanship will be reported in every instance. Defects or deterioration found in a component in or newly drawn from store will, however, be dealt with under the procedure in A.P. 830.

2. Reports will be made in quadruplicate on Form 1022*, and will be submitted by units, through the usual channels, to command headquarters. The latter, after investigation, will retain one copy and refer the remaining three copies to the Air Ministry with the least possible delay, with recommendations for overcoming the defects. Where it is difficult to describe the exact part affected or where extensive local damage is done, photographs (if photographic facilities exist) should be submitted with the report. Where a defect leads to a forced landing, and a unit commander decides that it is unnecessary to forward Form 1022, he is to insert a brief note under Section H (*c*) of Form 764, giving the reasons for his decision. He will also insert a note when Form 1022 is not rendered under the terms of clause (4) (*a*).

3. Form 1022 will be used by experimental establishments to report failures of, or defects in, experimental and standard equipment as specified in clause 1, and will be headed in red ink "Equipment on Trial." Where necessary, supplementary information and photographs will accompany the form.

4. (*a*) On receipt of notification from the Air Ministry that action has been taken to overcome the trouble reported, no further reports of similar failures or defects are to be rendered on Form 1022. The notification will normally include an intimation that further defect reports are not required.

(*b*) In the absence of the notification referred to in sub-clause (*a*) no further reports on Form 1022 are to be rendered by a command after six reports of the same type of failure have been rendered.

(*c*) If further defects occur after individual reports have ceased to be furnished in accordance with sub-clauses (*a*) and (*b*), the Air Ministry will be informed accordingly on Form 1023, which will be forwarded in triplicate by commands on the last day of each month. Any new information that may come to light concerning failures or defects already reported on Form 1022 will be forwarded immediately by letter, in triplicate, by commands to the Air Ministry, the reference of the last Form 1022 forwarded on the defect concerned being given.

(*d*) Sub-clauses (*a*), (*b*) and (*c*) do not govern failures or defects in streamline wires, tie rods and parachutes, all of which will be reported, or failures in flight, engine and navigation instruments, automatic control plates and photographic and oxygen equipment, all of which will be

* Failures or defects in armament equipment in ground use will be reported by letter, and in explosives, small arms ammunition and pyrotechnics, in accordance with A.P. 1245.

Digitized by Google

reported where the number of hours flown is less than 150; where the number of hours flown exceeds 150, a report will only be rendered if, in the opinion of the C.O. of the unit concerned, any special circumstances exist which warrant a report.

5. (*a*) Whenever a defect report is rendered, or a court of inquiry held, on account of the failure of airframes, engines, instruments (other than compasses) or armament, the defective part or parts will, if not removed by a representative of the Accidents Investigation Branch or forwarded to the Air Ministry or elsewhere in accordance with special instructions, be carefully safeguarded pending the receipt of information that the parts are not required for examination by the Air Ministry. If such information is not received within three months (six months for oversea commands) the equipment may be disposed of in accordance with the current disposal procedure. Defective compasses will be sent direct to the Admiralty Compass Observatory, Ditton Park, Slough, Bucks, with information as to the nature of the defect and a statement that a report is being made on Form 1022 to the Air Ministry. Form 1022 will be rendered at the same time, through the usual channels, to the Air Ministry.

(*b*) Parts forwarded to the Air Ministry for examination will be clearly labelled, Form 1758 being used for this purpose and the date of the court of inquiry, if held, inserted.

682. Reconditioning and Overhauls (Airframes, Engines and Instruments).—1. The reconditioning of airframes and engines is a function carried out by contractors only. It normally involves the incorporation of all class "A" and class "B" modifications authorised for embodiment up to the time of placing the contract for the reconditioning of the airframes or engines of the particular mark concerned. After reconditioning, airframes and engines start a new life.

2. Periods between periodic overhauls* must depend very largely on factors peculiar to the command as a whole, or to certain units within the command in which the aircraft is used. These factors are—

(*a*) type of airframe in which the engine is installed, or type of engine installed in airframe;
(*b*) the quality of the workmanship of the command overhauls;
(*c*) the surface of the aerodromes in the command;
(*d*) the climatic conditions;
(*e*) the operational conditions.

It is not desirable to standardise the periodic overhaul of airframes and engines throughout the service, and the decision regarding this is left to the discretion of the A.O.C. Authority to decide the period before or between partial overhauls of airframes, and top overhauls of engines, may be delegated to units, but the running time before or between complete overhauls for each type of airframe or engine in a command will be decided by the A.O.C. The periods decided upon will become standard periods and will be promulgated by the A.O.C. in his orders.

3. Any variation of the standard periods must also be promulgated by the A.O.C. when any of the factors in clause 2 affect one or more units

* Top or complete for engines and partial or complete for airframes.

in the command to such an extent that a departure from the standard period laid down by the A.O.C. becomes desirable on the grounds of safety or economy.

4. The A.O.C. will ensure that his orders in regard to these standard periods are kept constantly under review, so that as experience with a particular type of airframe or engine, or combination of airframe and engine under normal operational conditions is obtained, the periods between periodic overhaul are steadily extended as far as is consistent with safety, the numbers of individual extensions being reduced as the total life of the airframe or engine increases.

683. Complete Overhauls.—1. *Airframes.*—(*a*) The complete overhaul of airframes is normally carried out by depôts and bases and, in certain instances, by flying training schools.

(*b*) The airframe is to be overhauled in accordance with the standard approved drawings as indicated by the Drawing Introduction Sheet for the type. All applicable class " B " modifications are to be embodied, i.e. all " B " modifications which have been issued and received by the depôt or base prior to the flight testing of the aircraft.

(*c*) Class " B " modifications received after flight testing of the aircraft are to be embodied by the depôt or base concerned only if the authority for the modification requires its immediate embodiment. If embodiment at a later date is specified, e.g. " during the next complete overhaul," this instruction will be held to refer only to those aircraft which have not been flight tested.

(*d*) The airframe is to be dismantled to an extent sufficient to permit of parts being adequately inspected, and such parts as are defective are to be repaired by approved methods or replaced.

(*e*) All metal parts and fittings which require inspection in detail are to be dismantled and cleaned prior to examination.

(*f*) Further instructions regarding details of work to be done during complete overhaul are promulgated from time to time in the appropriate Air Publication (Vol. II)*.

(*g*) After complete overhaul airframes start a new life.

2. *Engines.*—(*a*) The complete overhaul of engines is normally carried out by depôts, bases and flying training schools, also, during peace time, all squadrons should have at least one engine undergoing complete overhaul.

(*b*) The engine is to be overhauled in accordance with the standard approved drawings as indicated by the Drawing Introduction Sheet for the type.

(*c*) All applicable class " B " modifications are to be embodied.

(*d*) The engine must be completely dismantled, and all components cleaned.

(*e*) All components must be examined, gauged and (where applicable) pressure tested.

(*f*) All parts that are worn beyond the admissible wear tolerances as laid down in the Engine Repair Tolerance Schedule for the type, or

* *See* A.P. 1464/D.2.

Digitized by Google

which have become defective for any other reason, are to be renewed or repaired.

(*g*) The engine must be re-assembled and tested.

(*h*) After complete overhaul the engine starts a new life.

684. Partial Overhauls.—1. *Airframes.*—(*a*) Partial overhaul of airframes is normally carried out by depôts, bases, flying training schools and squadrons. It consists of whatever overhaul may be found necessary through, e.g. the 120-hour maintenance inspections, or in accordance with the provisions of para. **682**, clause 2.

(*b*) Partial overhaul consists of cleaning and inspection of all parts of the fuselage, etc., without dismantling, painting, doping and re-rigging, as necessary, replacement of control cables, components, etc.

(*c*) After partial overhaul an airframe does not start a new life.

2. *Engines.*—(*a*) Partial overhaul of engines consists of—

(i) any overhaul not strictly "complete" or "top" overhaul as defined in this section;

(ii) normally, the adjustment or replacement of major components such as crankcase, main, big end, or thrust bearings, gears and drives.

(*b*) A partial overhaul will in no circumstances be permitted to cause an extension of the period at the end of which an engine is due for complete overhaul as laid down by the A.O.C. Units, therefore, should not waste labour by carrying out an extensive partial overhaul at a time when the engine is nearly due for complete overhaul.

685. Top Overhaul of Engines.*—1. The top overhaul of engines consists of the carrying out of certain operations which do not involve disturbance of major components. Further instructions regarding details of work to be done during top overhauls are promulgated from time to time in the appropriate Air Publication (Vol. II).†

2. The assembling and testing of engines are regarded as part of a top overhaul.

3. After top overhaul an engine does not start a new life.

686. Repairs.—1. *Airframes and engines.*—(*a*) Repairs cover any work to an airframe or engine, or parts thereof, other than reconditioning, complete or partial overhaul or top overhaul (for engines), or work necessitated as part of routine maintenance.

(*b*) After repair an airframe or engine does not start a new life.

2. *Instruments.*—(*a*) Repairs and adjustments to flight and navigation instruments (except compasses which are always to be returned, through the usual channels, to the Admiralty Compass Observatory, Slough, for repair), are only to be undertaken at depôts having facilities for carrying out such work. In units having no such facilities defective instruments will be exchanged.

(*b*) Units equipped with the necessary facilities and personnel capable of undertaking the work (suitability will be determined by the A, B and

* There is no top overhaul of airframes.

† *See* A.P. 1464/C.1.

Digitized by Google

C tests of the trade concerned, *see* A.P. 1112) may undertake the repair of electrical and wireless apparatus, bomb sights, cameras, automatic controls, and similar instrument equipment.

(*c*) Instructions regarding permissible repairs are contained in A.Ps. 830 (Volume 1) and 1275.

SECTION IV.—TESTING OF AIRCRAFT AND ENGINES.

688. Aircraft—Flight Testing.—1. An aircraft is to be flight tested in the air during the hours of daylight by the pilot responsible for it or by his flight commander before it is flown by any other pilot—

(*a*) after any adjustment, repair or modification likely to affect the flying characteristics of the aeroplane;

(*b*) after any work has been done arising from a report of a mechanical defect which might have affected the safety of the aircraft;

(*c*) after the installation of an aero-engine or automatic controls, or after any of their major components have been changed or adjusted in any way save in the course of routine maintenance;

(*d*) daily, by a fully qualified pilot before being flown by pupils at units where *ab initio* flying training is carried out.

2. The rigger or fitter, or other tradesman who has carried out the replacement or adjustment is, when possible, to be taken as passenger during flight tests.

3. An aircraft which has been flight tested after reconditioning, complete overhaul, or repair, and subsequently stored unerected or without engines need not be re-assembled for flight test immediately after work such as that referred to in clause 1 (*a*). After the re-erection and/or installation of the aero-engine(s), the pilot making the test flight will be given information on any adjustments, repairs or modifications likely to affect flying characteristics that have been made during the period of storage, and instructed to pay particular attention to the flying qualities of the aeroplane with special reference to the parts affected.

689. Engines—Bench Testing.*—1. *After complete or partial overhaul.*—(*a*) After complete overhaul or after partial overhaul in which major components such as principal bearings, gear wheels or other important parts (where the nature of the work carried out has been such that proof of satisfactory assembly and adjustment by examination after running is necessary) have been refitted or renewed, engines are to be subjected to an endurance bench test for one hour.

(*b*) The endurance test is to be preceded by a warming-up and a running period, and, where white metal bearings have been replaced, the engines are to be run slowly for at least one hour before being run up to nine-tenths power.

(*c*) The endurance tests proper will be run at about nine-tenths of the established sea-level power. Sea-level power is defined as follows:—

* Bench testing is any testing of an aero-engine other than in the air, in the manner laid down in this para.

Digitized by Google

(i) For normally aspirated engines the established sea-level power is obtained at full throttle.

(ii) For super-compression engines sea-level power is established at the gate position of the throttle control.

(iii) For supercharged engines the sea-level power is established at the throttle opening, and gives the rated boost pressure.

(*d*) The last two minutes of all endurance tests should be carried out at full throttle on normally aspirated and super-compression engines and at the rated boost gauge pressure for supercharged engines, to record power or airscrew r.p.m.

(*e*) Where suitable equipment such as calibrated airscrews or special test fans is available, engines are to be run at normal revolutions while developing nine-tenths sea-level power.

(*f*) Except as provided in sub-clauses (*g*) and (*h*) engines are to be dismantled for inspection immediately after the endurance test, after which, should their condition be satisfactory, they are to be re-assembled.

(*g*) After "partial" overhauls, it is only necessary to dismantle sufficiently to permit of the examination of the parts which have been—

(i) removed, repaired and refitted (as distinct from re-assembling), or,

(ii) considered as in any way suspect during the preceding overhaul.

(*h*) Where adjustment or replacement of big end bearings only has been effected in the course of a partial overhaul, and examination of the filters shows only fracture-edged particles of white metal thrown down in the course of the endurance tests, the engineer officer directly responsible is empowered to dispense with the inspection strip and second test.

2. *After top overhaul.*—After top overhaul, engines are to be tested as laid down in clause 1 (*c*), except that the endurance test will be limited to 30 minutes.

3. *After repairs.*—(*a*) Engines will be tested after repairs at the discretion of the engineer officer directly responsible.

(*b*) The test after repairs should be dispensed with only when the repairs are obviously such that it is impossible for them to have affected the running qualities of the engine. When any doubt exists a short "run" should be given.

Digitized by Google

CHAPTER XII.

REGULATIONS RELATING TO FLYING.

SECTION I.—GENERAL.

693. Authorisation of Flights.—1. Every flight made in a service aircraft must be authorised by a responsible officer†, and definite orders for the flight must be issued to the pilot. (*See also* para. **806, clause 1.**)

2. On completion of a flight, the pilot or pilots concerned will report to the officer who issued orders for the flight or, in his absence, to the duty pilot.

3. A.Os.C. will decide, in accordance with local conditions, whether orders for and reports on all authorised flights are to be recorded in writing or whether orders may be issued and reports rendered verbally.

694. Responsibility of C.O. for Drawing up and Promulgating Adequate Flying Orders.—The C.O. of a flying unit, or the station commander where two or more units are quartered at a station, will be responsible that flying orders applicable to his particular unit or station are drawn up, and that adequate steps are taken to bring them to the notice of the flying personnel of his unit or station. Flying orders will be drawn up in such a way as to conform with existing regulations, and will contain in addition such orders as are necessitated by any special local conditions.

695. Flying Practice.—1. Whatever be the nature of his employment, every officer of the general duties branch, up to and including the rank of group captain, who is fit for full or limited flying duties (whether for general service or for home service only) is required to keep himself in regular flying practice on air force aircraft.

2. When employed on non-flying duties, officers will be divided for the purpose of flying practice into two categories (A and B), according to the units at which they are serving. Officers in category A* will be required to carry out not less than 6 hours' flying a year, and those in category B (which comprises all units other than those contained in category A) not less than 20 hours' flying a year.

3. For the purpose of recording the flying hours of *all* officers of the general duties branch, the "flying year" will be regarded as beginning on 1st June and ending on 31st May, and flying times will be inserted in para. 17 of Form 367 (Annual Confidential Report) accordingly.

4. It is the responsibility of air or other officers commanding that these regulations are complied with by officers under their command. If any officer has not carried out the requisite number of hours' flying, a report will be attached to the Form 367 stating the reasons for non-compliance with the regulations.

---

* The units comprising category A are:—
Air Ministry (including special duty or courses in the London area).
Air Headquarters, Iraq (officers on detached duty only).
Headquarters, Trans-Jordan and Palestine.
Headquarters units in carriers.
Headquarters, Far East.
Headquarters, Mediterranean.

† Airman pilots employed as flying instructors or staff pilots at flying training schools, or as test or ferry pilots at maintenance units, are permitted to authorise flights under restricted conditions laid down by the A.O.C.

Digitized by Google

5. *See* para. **506** as to flying practice for airman pilots who have ceased to be employed as such.

696. Qualifications for Pilots of Aircraft.—An officer or airman serving with the R.A.F. will not be permitted to act as pilot of an aircraft unless he fulfils the following conditions:—

(*a*) He must have qualified for the flying badge under para. **811** or **812**, or under regulations in force from time to time in the Royal Flying Corps or the Royal Naval Air Service, or, if an officer or airman undergoing flying training, must have been ordered to pilot an aircraft in the normal course of training.

(*b*) He must be medically fit for full or limited flying duties in accordance with the medical standards prescribed by the Air Council, i.e. he must be classified A.1 or A.2 (*see* para. **1484**), subject to the conditions imposed by para. **713**.

(*c*) He must be certified by his C.O., or by an officer deputed by the C.O., to be fully competent to pilot the type of aircraft in which he may be required to fly (*see* para. **804**). This is especially necessary for officers and airmen who are not in regular flying practice or who have recently relinquished non-flying employment.

(*d*) If an officer, he must be appointed to the general duties branch of the R.A.F., the R.A.F. Volunteer Reserve or the Auxiliary Air Force, or to Class A of the Reserve of Air Force Officers (or other class, if posted for flying duties), or, if a medical officer, must be qualified in accordance with sub-paras. (*a*), (*b*) and (*c*). An officer of the technical branch may also be included in this category provided he is otherwise qualified in accordance with sub-paras. (*a*), (*b*) and (*c*).

(*e*) If an airman, he must be mustered as pilot and posted for employment on full flying duties or engaged in flying practice under para. **506**, clause 13, 17 or 17A.

697. Canada—Flying Regulations to be observed in.—Officers and airmen serving in Canada will comply with the Flying Regulations for the Royal Canadian Air Force for the time being in force and such other orders and regulations as may at the relevant time have been made by the appropriate Canadian authorities governing flights by Royal Canadian Air Force personnel in Canada. Such provisions of K.R. and A.C.I. as may differ from the above-mentioned Canadian regulations or orders will be held in abeyance. This para. will apply to officers and airmen serving at a station under the command of the A.O.C.-in-C., Ferry Command, only when an order applying it at that station has been made by the A.O.C.-in-C., Ferry Command.

SECTION II.—REGULATIONS TO ENSURE THE SAFETY OF PERSONNEL.

703. Ballast in Aeroplanes.—1. The C.O. of every unit equipped with aeroplanes which require ballast when a passenger is not carried, is responsible that sufficient ballast of approved design is maintained in good repair readily available for use, and that the regulations dealing with the use of ballast are brought to the notice of all concerned.

Digitized by Google

2. The pilot of an aeroplane requiring ballast when flown without its full crew, will not leave the ground until he has ascertained—

(*a*) that the required amount of ballast is carried;
(*b*) that the approved form of ballast only is used;
(*c*) that the ballast is properly secured in the correct place and in such a manner that there is no likelihood of its fouling the controls or becoming loose or shifting during flight.

3. The technical staff supervising the test will be responsible for correctly loading an aircraft under test at an experimental establishment, but the pilot will not leave the ground until he is satisfied that the ballast is properly secured and that the technical staff have satisfied themselves as to its correct quantity and disposition.

704. Loose Articles to be Stowed and Secured.—1. The pilot of an aeroplane will be responsible that all loose articles carried in the aeroplane are properly stowed and secured before the aeroplane leaves the ground or water.

2. Articles and accessories forming part of the equipment of the aeroplane (e.g. seat cushions, Sutton harness, signal pistols, Lewis gun magazines, speaking tubes and control locking devices) must be stowed in the approved positions and secured so that they cannot fall away from the aeroplane or move in any way which would interfere with the operation of the controls.

3. Personal baggage or loose articles which are not part of the equipment or accessories of the aeroplane are not to be carried in the interior of a dual control aeroplane in which any part of the dual control is ready for immediate use, except in such lockers or baggage carriers as are provided for the purpose.

4. When a two-seater aeroplane, in which a passenger is carried, is in the air, compliance with the provisions of this para. in so far as it refers to equipment, accessories or baggage in the passenger's compartment will be the responsibility of the occupant of that compartment. In multi-seater aircraft, the first pilot will detail a member of the crew to be responsible for seeing that equipment and baggage are properly stowed and secured and remain so while the aircraft is in the air.

5. A pilot is not to carry out aerobatics in an aeroplane in which additional luggage or loose articles are not stowed in lockers or luggage carriers which are within the fuselage or wing structure. Aerobatics are not, in any circumstances, to be carried out when external baggage carriers are fitted to the aeroplane.

705. Safety Belts and Harness Attachments.—1. Regulations for the use of safety belt and harness attachments are laid down in A.P. 1640 and amplified in A.P. 1182, Vol. I, Part 2.

2 and 3. *Deleted.*

4. Station and subordinate commanders will carry out occasional surprise checks of aircraft about to leave the ground to ensure that the occupants are properly secured.

705A. Life-Saving Waistcoats.—1. Regulations for the use of life-saving waistcoats are laid down in A.P. 1640 and amplified in A.P. 1182, Vol. I, Part 2.

Digitized by Google

2. The C.O. will, by carrying out periodical tests, satisfy himself that all life-saving waistcoats held on charge are fit for use.

706. Loading of Aircraft.—1. The load which an aircraft is to carry will be stipulated by the officer authorising the flight under para. **693**, or by higher authority when ordering a particular flight or operation.

2. The officer authorising a flight will ensure that the orders to the captain of the aircraft (or, in single-seater aircraft, the pilot) include sufficient details of the load to be carried and such instructions on the disposal and release of the load as will enable him properly to accept responsibility as required by clause 3.

3. The captain of the aircraft (or, in single-seater aircraft, the pilot) will be responsible that—

(*a*) the aircraft is loaded in accordance with the instructions given to him by the officer authorising the flight;

(*b*) where part of the load is, or may be, consumed, released or jettisoned in flight—

(i) he is familiar with the order and method of operation of all controls which it is his responsibility to operate, and

(ii) the individual members of his crew are familiar with the order and method of operation of all controls which it is, or may be, their responsibility to operate;

(*c*) the condition of loading is within the limits—

(i) laid down by the weight sheet summary in vol. III, or in the loading and centre of gravity diagram in vol. I, of the relevant air publication, or

(ii) specially authorised under clause 5.

4. The pilot or captain of the aircraft, when in doubt, will consult the squadron engineer officer.

5. The C.O. of a flying unit will ensure that the weight shown in the weight sheet summary in vol. III, or in the loading and centre of gravity diagram in vol. I, of the air publication for the type of aircraft concerned as the "maximum permissible weight for take-off and straight flying" is not exceeded without the sanction of the air or other officer commanding.

707 and **708.** *Deleted.*

709. Airworthiness.—1. When, for any reason, an air or other officer commanding has cause to question the airworthiness, either generally or for any particular purpose, of any type of aircraft, he will report the matter to the Air Ministry by signal and confirm by letter. He will use his discretion as to whether or not he shall order the cessation or restriction of flying on the particular type in question within his command. Such orders, if issued, will be similarly reported and will remain in force until Air Ministry instructions are received.

2. Instructions to the service generally on the matters dealt with in clause 1 will be issued by the Director of Organisation who will be responsible that all instructions imposing restrictions are made known to the Director of Technical Development. The latter may at his discretion authorise the aircraft in question to be flown under his instructions at establishments under his control.

Digitized by Google

3. Should it be necessary, in emergency, for an air or other officer commanding to issue orders for the removal of flying restrictions, pending the receipt of covering approval from the Air Ministry, he will keep the Air Ministry fully informed of his action and of the reasons for departure from the instructions contained in clause 1.

4. Verbal or telephonic communications will not be regarded as satisfying the requirements of this para. in the matter of the forwarding of reports or the issue of orders or instructions.

710. Aircraft and Engines Allotted for Ground Instruction.—Aircraft assigned for ground instruction under the provisions of para. **2410** are not guaranteed as airworthy and in no circumstances are they to be flown. Nor should instructional engines be used in flight.

711. *Deleted.*

712. Endurance of Aircraft.—Pilots will make themselves acquainted with the normal practical limit of endurance, under varying conditions, of the aircraft which they are called upon to fly. At experimental establishments where new aircraft are carrying out flight tests, pilots should also take into consideration the probable endurance of the aircraft under the required conditions of the test.

713. Medical Fitness for Flying.—1. An officer or airman will not be permitted to begin to learn to fly until he has been passed as medically fit by a medical board at home, or by the headquarters medical board, abroad.

2. Before an officer or airman is permitted to resume flying duties after a period of medical unfitness which in the opinion of the medical officer of the unit has caused him to fall below his requisite standard of fitness, or after vacating a non-flying appointment, he must be passed as medically fit by a medical board or by a medical officer of the unit, as circumstances require (*see* paras. **1432, 1443,** clause 1 (*f*) and **1446,** clause 2 (*j*). Strict compliance with this regulation is essential and it is the duty of officers and airmen concerned to refrain from flying as pilot until they have again been found medically fit for flying duties by the appropriate medical authority.

713A. First-Aid Outfits for Aircraft.—Flight commanders will be responsible for the presence of the necessary first-aid outfits in aircraft before leaving the ground, and for loss or damage to such outfits or their contents. Details of expenditure requiring replacement, or of loss or damage, will be notified to the unit medical officer.

714. First-Aid Precautions.—1. Whenever flying is being carried out at an aerodrome, the C.O. of the station will be responsible that a properly equipped ambulance and fire tender are maintained, with the drivers in attendance, in readiness for instant use. The ambulance with its driver, and the fire tender with its crew, will be stationed in a position readily accessible to the duty pilot and the look-out man (*see* paras. **823** and **824**). Station standing orders will provide for an adequate crew to be available for the fire tender and that a medical officer or orderly is available for immediate duty with the ambulance; they will also contain specific instructions to the duty pilot in regard to the summoning of a local civilian medical practitioner in the event of an accident occurring when a single-handed medical officer is absent from the station (*see* para. **1489**).

Digitized by Google

2. In order to maintain a competent crew for the fire tender, flight personnel will, as opportunity offers, be given instruction in the use of fire-fighting appliances to operate against fire arising from flying accidents.

3. Whenever flying is being carried out from a seaplane station, the C.O. of the station will be responsible that a motor-boat equipped with stretchers is maintained, with her crew, in readiness for instant use. The boat will be either under way in the flying area or standing by at the pier. She will be equipped with at least six fire extinguishers in addition to those normally carried, together with a complete set of breakdown tools.

4. The senior medical officer of the station will invariably be notified of the times during which flying will be in progress. (*See also* para. **1483**, clause 1.)

5. *See also* para. **823** as to the duties of the duty pilot; para. **1879** as to the fire tender; and para. **1962** as to steps to be taken to ensure that engines will start up instantly.

714A. Use of Oxygen.—1. Oxygen will be used by all occupants of aircraft operating at heights above 10,000 feet if the flight is likely to last more than an hour or if the cold is extreme, and in any event when the height exceeds 15,000 feet.

2. When, in the circumstances referred to in clause 1, it is intended that the rate of climb should exceed 2,000 feet per minute, the use of oxygen will begin at ground level.

715. Starting Up and Airscrew Swinging.—1. Fitters I, fitters II, fitters II (E), fitters (aero-engine) and flight mechanics (E) of any rank or classification, and carpenters (rigger), riggers (aero), metal riggers, and fitters II (A) of the rank of acting sergeant and above, may be permitted to start and run up aero-engines, provided that they have the necessary experience, but they will not be permitted to taxy aeroplanes.

1A. Instructors of any rank or trade at schools of technical training may be permitted to start and run up aero-engines used for instructional purposes, provided that they have the necessary experience, and are required to do so in the course of their duties.

2. An officer or airman will not be permitted to assist in starting up the engine of an aircraft by hand-swinging, either at the airscrew or in the pilot's seat, until he has passed out in airscrew swinging to the satisfaction of his C.O.

3. (*a*) Whenever it is practicable with the type of aircraft on his station, the station commander is responsible that pilots, and airmen qualified in airscrew swinging, are given regular practice in airscrew swinging drill in accordance with the standard procedure as laid down in A.P.129 (Flying Training Manual, Part I). An up-to-date list of airmen qualified in airscrew swinging who have been passed out to the satisfaction of the station commander is to be kept in each flight.

(*b*) On stations equipped with aircraft, the airscrew of which cannot be swung by hand, C.Os. will be responsible that lists of airmen qualified in airscrew swinging are maintained in each squadron. The airmen on these lists will be available to undertake such swinging of airscrews as may be required by visiting aircraft, and no other airmen will be permitted to swing airscrews.

Digitized by Google

4. Except when actually starting an engine by hand-swinging, an officer or airman will not be permitted to touch an airscrew fitted to an engine without first ascertaining that the switch is "off."

5. The engine of an aeroplane on land or on the deck of a ship will not in any circumstances be started up until the aeroplane has been adequately secured against forward movement, and (except in the case of a light aircraft) a qualified officer or airman is in the pilot's seat. In any type of aircraft the pilot's seat must be occupied when the engine is being run up, and must not afterwards be vacated while the engine is running, except for the purpose of handing over the controls to another qualified officer or airman.

6. Before attempting to start an engine of an aeroplane by hand-swinging, the officer or airman in charge of the operation will ensure that the person swinging the airscrew is able to obtain a sure foothold.

7. Where a Hucks starter or other starting device which does not involve touching or turning the airscrew by hand is available, it will be used whenever possible for starting up all types of landplanes. Hand-swinging will be resorted to only when no starting device is available or when officers or airmen are being instructed in airscrew swinging.

8. The pilot will ensure before starting up the engine that the locking devices are removed from the controls and securely stowed away, that all the controls of the aeroplane move freely and fully in all required directions, and that the control surfaces move correctly in relation to the movements of the control column.

9. The officer or airman in charge of the starting up of an aeroplane is responsible that there are no obstructions in the way of the aeroplane about to take off, and for pointing out to the pilot any other aeroplanes about to land. This does not absolve the pilot from the responsibility of making sure, after the airman has saluted "all clear," that the aerodrome is clear and that there are no aeroplanes coming in to land behind him.

10. A C.O. is responsible for impressing on all concerned—

(*a*) the importance of thorough inspection of the switch-wire connections;

(*b*) that the greatest care is to be exercised at all times when sucking-in, particularly with engines which render it difficult to keep clear of the airscrew. It is usually necessary for the airscrew of high compression engines to be handled by two men, in order to bring it over compression point. This procedure entails special care on the part of the pilot and of the men who are turning it.

(*c*) The airscrew must not be forced over compression by pressure with the shoulder.

11. Except in case of necessity a very hot engine will be allowed to cool down before attempts are made to restart it by hand.

12. The methods of engine starting and airscrew swinging laid down n A.P. 129 are invariably to be carried out.

716. Fire Precautions in the Air.—1. Every aircraft will carry, as part of its equipment, fire extinguishing appliances of approved pattern according to the scale laid down in the schedule of equipment.

Digitized by Google

2. If the engine catches fire in the air, the pilot will immediately shut off the petrol and fully open the throttle. When the engine stops firing, but not before, the pilot will "switch off."

3. Petrol lighters and matches, other than the "safety" type, will not be carried by the occupants of aircraft while in the air.

4. In no circumstances will potassium chlorate (chlorate of potash) tablets be carried by the occupants of an aircraft.

716A. Carriage of Petrol as a Load in Aircraft.—1. The carriage of petrol in aircraft as a load is permitted provided that the captain of the aircraft ensures that—

(*a*) the containers are in perfectly sound condition before being taken on board;

(*b*) the containers are correctly loaded and secured against movement during flight;

(*c*) ventilation is adequate. (It may be feasible to open a parachute hatch or some other opening in the floor to ensure a circulation of air round the lower parts of the containers.)

2. No restrictions need be imposed on the use of wireless apparatus if these conditions are satisfied.

717. Flying Restrictions.—

Aerobatics

1. The following aerobatics are prohibited:—

(*a*) All flick manœuvres.

(*b*) All manœuvres involving heavy inverted loading (e.g. the bunt, the outside loop).

(*c*) Inverted flying (except for short periods required in performing authorised aerobatics or when an aircraft is specially designed or modified for this purpose).

See also para. **704**, clause 5.

2. Aerobatics at altitudes under 3,000 feet are prohibited except when permission is granted—

(*a*) in specific instances and for definite purposes, by an air or other officer commanding, who will lay down a minimum height; or

(*b*) under orders issued by the Air Ministry for specific experiments at experimental establishments.

3. A spin will not be continued below 3,000 feet.

4. The intentional spinning of aircraft when carrying bombs, torpedoes or pyrotechnics on the bomb carriers is prohibited.

5. Before flying any aircraft, the pilot must be fully conversant with any limitations and restrictions imposed thereon, and all manœuvres contravening them are prohibited.

Cloud Flying Practice

6. Cloud flying practice will not be carried out when the cloud base is less than 2,000 feet above the ground in the vicinity in which the aircraft concerned are flying, except—

Digitized by Google

(*a*) at stations at which meteorological consultation is available, where, provided the C.O. is satisfied that conditions are safe and the prior authority of the air or other officer commanding has been obtained, cloud flying practice may be permitted locally when the base of the clouds is not less than 500 feet from the ground;

(*b*) at experimental establishments, where it may be necessary for the purpose of an experiment to carry out flying with the cloud base at a considerably lower altitude;

(*c*) at beam approach training units, where it may be necessary for the purpose of training to carry out flying with the cloud base at a considerably lower altitude and even down to the ground level (subject to permission being given by radio from the appropriate flying control authority).

Low Flying

7. Flying at altitudes of less than 2,000 feet over land or water is prohibited, except—

(*a*) when taking off;
(*b*) when landing, preparing to land, or making a forced landing;
(*c*) when necessitated by reasons of weather;
(*d*) when required in connection with exercises or missions involving co-operation from the ground or water;

unless specially authorised by the air or other officer commanding, or for the purpose of training over areas duly authorised by him.

8. Low flying practices must be ordered in every instance by a flight commander or instructor, who will issue instructions as to the route to be followed throughout the practice. This route will avoid towns, other centres of dense population, industrial areas and camps, and, when possible, should lie within one of the defined low flying areas. A pilot other than an instructor is not permitted to undertake low flying practice unless he has received specific orders to do so.

9. The pilot of an aircraft is forbidden to dive, or continue to dive, below an altitude of 2,000 feet when over or near an aerodrome, except when the dive forms part of an authorised practice, is specially ordered by a flight commander or instructor, and is carried out against the recognised station target (*see* para. **751**, clause 7).

Miscellaneous

10. (*a*) Towns and thickly inhabited districts will be crossed at such a height as will enable the aircraft to glide to open country in the event of engine failure. If adverse weather precludes sufficient altitude being maintained, the area of the town will be avoided, unless the navigational safety of the aircraft is endangered thereby.

(*b*) When on a cross-country flight, aircraft flying at altitudes under 3,000 feet will not pass within 3,000 yards of the nearest point of the perimeter of aerodromes *en route*. If flying at altitudes of 3,000 feet or below, aircraft, on approaching such aerodromes, will, having due regard to the effect of prevailing weather conditions on navigation, select the most suitable method of passing as will avoid risk of collision and so as not to interfere with other aircraft. On no account may an aerodrome be crossed against the direction of circuit. (*See also* clause 17.)

Digitized by Google

11. The pilot of an aircraft is forbidden to fly or manœuvre his aircraft, in the air or on the ground, in any manner likely to cause accident or annoyance to any person or persons, or damage to livestock or property or to the aircraft itself.

12. No pilot will fly or manœuvre an aircraft in the air or on the ground in such a manner as to prejudice good order and flying discipline (*see also* Section 40, Air Force Act).

13. Except when engaged in specific exercises in which balloons, kite balloons or airships are taking part, aeroplanes will not approach within one mile of such aircraft in the air.

14. The dropping of leaflets over land or sea and the jettisoning of any articles whatever over land are prohibited, except in connection with exercises involving co-operation from the land or sea which have been duly authorised.

15. No pilot will join, or interfere with, a formation to which he does not belong, or any single aircraft, without prior arrangement and sanction.

16. No pilot will fly an aircraft of a unit to which he does not belong without obtaining the prior consent of the C.O. of the unit on the establishment of which the aircraft is borne, or that of a higher commander having the necessary jurisdiction.

17. The international rules of the air contained in Appendix XXVI, when applicable, will be observed in addition to the regulations contained in this para.

18. The foregoing regulations are subject to the exigencies of active operations. They are, however, to be observed at all times on operational flights when the duty upon which the aircraft is engaged does not render any deviation from them necessary.

19. The standing orders of every station and unit will contain an instruction that every pilot is to acquaint himself with this para. and that he will at all times comply with the rules contained therein.

718. Air Fighting—Precautions to be Taken.—1. Air fighting practices, either with or without camera guns, will be carried out only when the pilots taking part have discussed fully the lines of attack and defence which they will employ throughout the practice. Making a feint attack on another aeroplane without pre-arrangement is forbidden.

2. Air fighting practices will not be carried out within a radius of two miles of any aerodrome and the least populated areas in the vicinity will be selected.

3. Air fighting practices will invariably be carried out at a height not below 5,000 feet. Should weather conditions demand, however, a squadron or flight commander not below the rank of flight lieutenant, may authorise a minimum height of 2,500 feet if he is satisfied that the pilots concerned have sufficient experience of the aircraft they are to fly and have been suitably briefed.

4. On no account during air fighting practice should aeroplanes approach within a distance of two spans of each other.

5. Pupil pilots undergoing elementary training at flying training schools or squadrons will not carry out air fighting practices. They may,

Digitized by Google

however, be given fighting experience as passengers in aeroplanes piloted by instructors.

6. Qualified pilots will not be allowed to practise air fighting until such time as the C.O. of the unit considers that they are thoroughly proficient on the type of aeroplane with which the unit is equipped.

7. In the preliminary stages of air fighting practice: for practice with the front gun the target aeroplane (i.e. the aeroplane being attacked) must fly on a straight course; the attacking aeroplane only will manœuvre. For practice with the rear gun the aeroplane in which the operating gunner is seated will be regarded as the target aeroplane and will fly on a straight course.

8. Pilots may, after considerable practice in the preliminary stages of air fighting, carry out practices with both aeroplanes manœuvring for position, provided that the provisions of clauses 1 and 4 are complied with.

9. Air fighting between flights in formation must not be attempted until all pilots in both flights have carried out satisfactorily the individual stages of air fighting.

10. Air fighting between squadrons in formation must not be attempted until flights have become thoroughly proficient in the flight fighting practices laid down.

719. Amphibians—Position of Wheels in Landing.—With a view to avoiding accident to amphibians owing to an incorrect position of the wheels in landing, when an observer or passenger is carried and he is in a position to see, he will, prior to the pilot making a landing, invariably report to him the position of the wheels.

Section III.—Special Instructions in regard to Cross-Country Flights.

725. Responsibility for the Authorisation of Flights.—1. Responsibility for authorising the captain of an aircraft to commence a flight rests with the C.O. at the aerodrome of departure, who may depute this authority to an experienced officer of the general duties branch or to a technical officer transferred from the general duties branch who is still an active pilot.*

2. The authorising officer will always take into account the following factors:—

(*a*) The weather conditions prevailing at his own aerodrome.

(*b*) The meteorological information available concerning the area or route over which the flight is to be made (*see* para. **728,** clause 4 (*a*)).

(*c*) The flying experience or capabilities of the pilot or, if there are two or more aeroplanes, the leader of the formation. (*See* para. **732,** clause 1 (*b*).)

3. Subject to clause 4, when during the course of a flight an aircraft lands at an air force station other than its own, the captain will obtain the

* Airman pilots employed as test or ferry pilots at maintenance units may also authorise flights under this para.

Digitized by Google

authority of the C.O. of that station (or his deputy) before continuing his flight (as regards the captain's responsibility for starting in time to reach his destination by daylight, *see* para. **731**, clause **4**). When a departure message has been prefaced by the word "Practice", the C.O. of the station of destination (or his deputy) will not allow the aircraft concerned to leave except in reasonably favourable weather conditions. The use of this word in a message will assist the C.O. to decide whether he should obtain information as to the capabilities of the pilot under clause 2 (*c*). This information will, if possible, be obtained by telephone from the pilot's unit.

4. The rule laid down in clauses 1 and 3 will not apply when the captain of an aircraft is an officer of the rank of squadron leader or above,* or to a staff pilot of the School of Air Navigation or School of General Reconnaissance, to a pilot of the meteorological flight, to a ferry pilot (under such restrictions as may be imposed by the respective command), or to an officer of No. 24 Squadron. Such pilots may commence or continue their flight at their own discretion but will be responsible for obtaining the necessary meteorological information and for satisfying themselves as to the airworthiness of the aircraft they intend to fly.

5. For the purposes of this paragraph "captain" includes the sole occupant of an aircraft.

726. Cross-Country Flights by Day and Night and Oversea Flights.—1. Aircraft detailed for a cross-country flight by day or night, or for an oversea flight, will be fitted, if possible, with wireless apparatus. Those so fitted will not leave the vicinity of the aerodrome until the "Go" signal is received and will establish communication with a W/T station as soon as possible after the commencement of a flight.

2. Aircraft will transmit a position, or other formal, signal to the station or stations with which they are in communication in accordance with instructions issued by the air or other officer commanding.

3. The air or other officer commanding will not normally call for reports to be made more frequently than once an hour and may extend this time interval of transmission if he is satisfied that the safety of the aircraft is not thereby prejudiced, and that the aircraft signals organisation of the command is thereby facilitated.

4. *See* para. **2662** as to additional and emergency rations; para. **3151** as to the provision of funds; and para. **705A** as to the wearing of life-saving waistcoats.

727. *Deleted.*

728. Meteorological Information for Aviation.—1. The meteorological information issued as a matter of routine in the British Islands may be divided into the following groups:—

(*a*) Daily forecasts—issued from the Air Ministry (aviation forecast service) and from meteorological stations attached to R.A.F. units.

* At certain stations as announced in A.M.Os., this exception will not operate.

Digitized by Google

(*b*) Weather reports, forecasts and warnings—issued by radio-telephony from the Air Ministry Radio-Meteorological Station at Borough Hill.

(*c*) Gale warnings—issued from the Air Ministry to units concerned when the wind is expected to reach gale force at the surface.

(*d*) Squall and thunderstorm warnings—issued from the Air Ministry to units likely to be affected.

(*e*) Frost warnings—issued when the air temperature at a station is expected to fall to 30° F. or below.

Detailed information as to the above forecasts and warnings is given in A.M.Os.

2. Meteorological forecasts or reports will not express any opinion on the part of the meteorological staff responsible for them as to the fitness or otherwise of the weather for the various phases of air navigation. The duty assigned to the meteorological staff is to describe the weather, present or future, with promptitude and accuracy, and not to pronounce upon its suitability for flying.

3. On receipt of a special warning (meteorological) message, the C.O. of a unit will take all necessary precautions to ensure the safety of his aircraft under abnormal conditions.

4. In order that pilots of aircraft making cross-country flights may be supplied with the latest meteorological information both before and during flight, the following procedure as regards meteorological and signal services will be adopted:—

(*a*) Before flight:—

(i) Copies of all meteorological reports, forecasts and warnings will be supplied to the duty pilot immediately upon receipt.

(ii) Where the duration of a flight is likely to exceed two hours, or when the routine forecasts indicate the probability of adverse weather conditions, such as fog, low cloud, thunderstorms, etc., or when for other reasons the C.O. considers it necessary, a special forecast will be obtained direct from the nearest meteorological station or from the Air Ministry (aviation forecast service) as laid down in A.M.Os. This method of obtaining weather reports will apply to all requests from pilots, whether R.A.F. or civil, who have landed at R.A.F. aerodromes.

(iii) Whenever necessary, special weather reports from R.A.F. stations will be obtained without special request by the meteorological service preparing the forecast and these reports will be included in the information supplied to the unit. Units may if they wish obtain a weather report direct from the aerodrome at the destination of a flight, but it is imperative that the meteorological service should be consulted as well.

(iv) Where possible, in the case of long-distance flights within the British Islands, a special forecast will be obtained direct from the nearest meteorological station or from the Air Ministry (aviation forecast service) as laid down in A.M.Os. by signal message or telephone. Requests for such forecasts should state the proposed route and time of departure. If a reply is required immediately, the message should be marked in accordance with the

Digitized by Google

instructions contained in the R.A.F. Signal Manual, Part I, regarding the use of indications of priority and their designation in service messages.

(v) As long notice as possible of intended flights will be given when information is requested from the meteorological service.

(vi) Replies to requests for information will be in plain language. The probable cloud height along the route will be given in feet above sea level. If it is known, or anticipated, that high ground along any section of the route is, or will be, in cloud, this will be explicitly stated.

(vii) When a meteorological service or a R.A.F. station requests a weather report from another R.A.F. station in accordance with (iii), the reply will be sent in code. For this purpose the second and third groups (wwVhN_L DDFWN) of the " code for abbreviated weather reports from individual stations " detailed in Form 2331 are to be used. A weather report will consist normally of two groups of five figures.

(viii) If, after the despatch of a requested weather report, sent in accordance with (vii) from a R.A.F. station, a sudden change of weather, which might involve risk of life, occurs within half-an-hour, a further weather report will be sent in code to the station which originated the request. This special weather report will be sent as an " Immediate " message. A report of a rapid improvement should have similar priority if, in the opinion of the station commander, the receipt of such information would enable the commencement of air operations which had until then been delayed by unfavourable weather conditions.

(*b*) During flight:—

(i) If adverse weather conditions are encountered during a flight, a pilot will make use of W/T, if the aircraft is so equipped, to ascertain the weather conditions prevailing at the destination, and if these are reported as unsuitable, he will call up other aerodromes in the vicinity of the route, so as to decide in which direction to fly in order to reach an area of better weather conditions and effect a safe landing.

(ii) Arrangements will be made at aerodromes for requests from aircraft for weather reports to be telephoned direct to the duty pilot from the signal office immediately upon receipt. This delivery by telephone will be in addition to the normal delivery of the message as laid down in the R.A.F. Signal Manual, Part I. Due regard must be paid to the indication of priority borne by the request. If the duty pilot is not available, the officer in charge of flying, or other senior officer, will be referred to.

(iii) Arrangements will be made at an aerodrome where there is no meteorological officer to enable the duty pilot to obtain at once the distance of horizontal visibility and the height of the base of the clouds. At aerodromes where there is a meteorological officer, such officer will normally be consulted and will usually furnish the information required, together with any additional information likely to be of assistance to the pilot of the aircraft.

(iv) The general W/T routine to be followed by aircraft fitted with W/T when flying across country is laid down in the R.A.F. Signal

Digitized by Google

Manual, Part I. Requests by aircraft for visibility reports may bear either of the two indications of priority there laid down, i.e. "Immediate" or "Important." In order to test and practise the signal organisation during cross-country flights in good weather, signals from aircraft will be transmitted under the "Important" category, but when rapid forward meteorological information is required in bad weather the "Immediate" category will be resorted to.

(v) Pilots asking for visibility reports will be given the horizontal visibility in yards or miles, and the estimated height of the cloud base above the aerodrome (not above sea level) in feet.

(vi) Replies to requests from aircraft for weather reports must be sent with the least possible delay.

5. An air or other officer commanding will, when requested by the Director of the Meteorological Office, Air Ministry, arrange for meteorological reports to be rendered at specified times by any station under his command to the Meteorological Office or to local meteorological centres. Such reports will be confined to the actual conditions of wind, cloud and visibility at the station, and will be made in the code laid down in Form 2612. An air or other officer commanding will accordingly take steps to ensure that all units are acquainted with the detailed instructions for the use of the abbreviated weather code and that, at all units where there is no meteorological staff, an officer or airman pilot is charged with the responsibility for making weather observations and reports: the duty pilot will normally be detailed for this duty. The navigation officer will instruct pilots in the use of the abbreviated weather code.

6. When a unit is detached from a station to operate from a temporary base, previous notification will be sent to the Meteorological Office, Air Ministry, stating the name of the base, the period of temporary operation, the telegraphic address and any special requirements as regards the supply of meteorological information. Arrangements will then be made for the issue to the unit of the necessary forecasts, warnings, etc., by the quickest method.

729. Civil Aerodromes—Use of.—1. Unless forced to do so by reason of engine failure, stress of weather, or other unavoidable circumstances, a pilot will not land an air force landplane at places other than air force aerodromes and forced landing grounds, except with the written permission of his C.O. No such permission will, however, be given by an officer below the rank of squadron leader. (*See* para. **735** as to permission necessary when air force aircraft are used for non-official flights to licensed civil aerodromes.)

2. All landing fees charged against Government aircraft landing at aerodromes belonging to civil firms engaged in the training of pilots of the R.A.F. (including pupil pilots of civilian status) or of the R.A.F. Reserve will be remitted if the stay is not in excess of 48 hours or in respect of that period if the stay is longer.

3. An officer or airman who, when engaged upon a duty flight, lands on a privately-owned aerodrome or remains in excess of 48 hours at the aerodrome of a civil firm engaged in the training of pilots of the R.A.F. (including pupil pilots of civilian status) or of the R.A.F. Reserve will sign a receipt for the services obtained and will instruct the aerodrome

Digitized by Google

authorities to render a bill to his C.O. The C.O., after giving the necessary certificates, will pass the bill to the accountant officer for payment.

4. An officer or airman who lands an air force aircraft on an aerodrome controlled by the Director-General of Civil Aviation will not be called upon to pay a landing fee.

5. *Deleted.*

6. An officer or airman, when using a civil aerodrome at home or abroad, or when flying in the vicinity of such an aerodrome, will conform to the rules laid down in Appendix XXVI, Section V.

730. Areas over which Flying is Forbidden or Restricted.—1. The restrictions on flying over the areas marked on official maps and referred to in " The Air Pilot Great Britain and Ireland " as " Prohibited Areas " apply to all aircraft. There are, in addition, certain explosives, danger and special areas over which flight by service aircraft is forbidden or restricted, and the C.O. of every flying unit at home will be in possession of a full list and details of these areas.

2. A C.O. will ensure that all pilots under his command are duly impressed with the importance of avoiding forbidden areas. He will be responsible that they—

(*a*) are cognizant of the areas forbidden to service aircraft which are likely to be encountered on daily routine flights;

(*b*) are informed of the areas forbidden to service aircraft existing in the vicinity of a line of flight from their own station to any other point in the British Islands, prior to such a flight being made.

3. Responsibility similar to that laid down in clauses 1 and 2 will rest on the C.O. of a unit abroad in so far as local circumstances may require.

4. Before a flight over foreign territory is undertaken in any aircraft under his command, a C.O. will make himself acquainted with those areas in foreign countries which are prohibited for flying and are notified from time to time in " Notices to Airmen " and will ensure that all concerned are duly warned.

731. Pilot's Responsibilities before Departure and after Landing.—1. A pilot, before departing from, and after arrival at, any station by air, will report himself to the duty pilot and will give to him the details necessary to enable him to comply with para. **732.**

2. If a pilot leaves his aeroplane in the open on the aerodrome, or on the water at a seaplane station, he will be responsible that the aeroplane is properly secured and, as far as possible, protected from the weather, and, where necessary, that the correct lights are burning. He will then report to the duty pilot and act under the orders of the C.O. of the station.

2A. If the safety of a seaplane on the water appears to be in doubt on account of weather, the C.O. will assess the situation in the light of local geography and meteorological forecasts and will exercise his discretion as to the desirability of leaving on board a nucleus crew which should wherever possible include a qualified pilot capable of handling the aircraft on

Digitized by Google

the water and in the air. It is incumbent upon the C.O. to take all possible measures for the safety of personnel left on board. If he decides not to leave a nucleus crew on board or if the necessary personnel for forming a nucleus crew are not available, the C.O. will take all such steps as are practicable for ensuring the safety of the aircraft.

3. When a pilot lands on ground other than an air force aerodrome, or if in a seaplane, at a point on the coast at which there is no air force station, he will be entirely responsible for the proper protection and safeguarding of his aircraft (*see also* para. **742**).

4. A pilot who is leaving a station other than his own on a cross-country flight is responsible for starting in time to reach his destination by daylight, unless he receives orders to the contrary. If he is doubtful whether ample time remains, he will apply to the C.O., or the officer in charge of flying for instructions. This regulation does not relieve a C.O. of the responsibility for authorising the continuation of the flight (*see* para. **725**, clause 3) or overriding the action of pilots who land at the station under his control, if he considers it necessary in the interests of safety or in the interests of the service.

5. When a pupil pilot lands after a flight, he is to report to his flying instructor. No other pupil is permitted to fly the same aircraft until he has been authorised to do so by his flying instructor.

6. *See* para. **806**, clause 5.

732. Reports of Aircraft Movements.—1. Messages reporting the movement of aircraft will be marked with priority "Important" and despatched through the station signal officer as follows:—

(*a*) *Departure.*—Aircraft leaving for outstations: to the headquarters of the station at which the aircraft will make its next stop: to the headquarters of the station to which the aircraft belongs. When an inexperienced pilot is sent on a cross-country flight, the departure signal will be prefaced by the word "Practice." (*See* para. **725**, clause 3.)

(*b*) *Arrival.*—Aircraft will not be reported on arrival at their destination unless an arrival report has been demanded by the despatching authority: this demand will be made by the addition of the words "Signal arrival" at the end of the departure signal. Arrival reports must always be demanded when—

(i) flights are made over the sea;
(ii) specially called for by higher authority;
(iii) flights are made by important personages.

They may be demanded at the discretion of the despatching authority whenever it is considered that special conditions such as bad weather, inexperience of the pilot, the nature of the country to be traversed, etc., make it desirable that the arrival of the aircraft should be reported.

(*c*) Departures and arrivals of experimental aircraft flown on the authority of the Director of Technical Development will, in addition, be reported to the Air Ministry.

2. Messages will be despatched and recorded as directed in paras. **787** and **822**, clause 5 (*h*).

Digitized by Google

3. Messages will contain the following details in the order given:—

(*a*) *Departure of a single aircraft.*

(i) Address to.
(ii) Address from.
(iii) Type* and serial number of aircraft.
(iv) Rank and name of pilot, or, in the case of a multi-seater aircraft, rank and name of first pilot and total number of crew and passengers.†
(v) Time of departure.
(vi) Destination (only if the message is addressed to two or more stations).
(vii) Estimated time of arrival at next stopping place:—Only if the flight is to exceed 50 miles. (This information will be obtained by the duty pilot from the pilot of the aircraft.)

(*b*) *Departure of a formation of aircraft.*

(i) Address to.
(ii) Address from.
(iii) Type* and total number of aircraft in the formation.
(iv) Rank and name of formation leader.
(v) Time of departure.
(vi) Destination (only if the message is addressed to two or more stations).
(vii) Estimated time of arrival at next stopping place:—Only if the flight is to exceed 50 miles. (This information will be obtained by the duty pilot from the formation leader.)

(*c*) *Arrival of a single aircraft.* (*When demanded.*)

(i) Address to.
(ii) Address from.
(iii) Type* and serial number of aircraft.
(iv) Time of arrival.

(*d*) *Arrival of a formation of aircraft.* (*When demanded.*)

(i) Address to.
(ii) Address from.
(iii) Type* and total number of aircraft in the formation.
(iv) Time of arrival.

4. (*a*) When special orders are issued by the Air Ministry for the movement of aircraft to a destination outside the limits in which they usually operate, departure and arrival signals throughout the stages of the flight will be repeated to the Air Ministry for information by the commands through which the aircraft pass. Signals relative to air

* Type to be indicated by one word, the maker's name being omitted and recognised abbreviations used wherever possible.

† Names of passengers will be included only in special circumstances, e.g. when distinguished persons are carried or where an air or other senior officer is conveyed of whose departure the unit of destination should be advised. The unit of departure will, however, enter the names of the crew and passengers in the watch log book.

Digitized by Google

positions during these flights are not required by the Air Ministry unless any change of programme is involved by reason of weather conditions or casualty, in which case full information will be given.

(*b*) (i) The responsibility for reporting movements of aircraft normally rests with the command in which the flight originated until the aircraft have arrived in the next command.

(ii) In cases where the commands are widely separated and aircraft are out of W/T range, the C.O. of the flight will assume responsibility for reporting arrivals at and departures from intermediate landing places by any available means to the most accessible R.A.F. command, which will repeat any such messages received to the Air Ministry and the commands affected. When aircraft W/T communication has been established with the next command *en route*, that command will assume responsibility for reporting movements of the aircraft until the final destination is reached or the aircraft passes out of its control.

(*c*) Signals reporting the original departure and final arrival of the aircraft are to contain the particulars detailed in clause 3, but at intermediate landing places only sufficient information need be signalled to enable the aircraft to be identified. Greenwich mean time is to be used in reporting times of arrival and departure in accordance with the instructions laid down in R.A.F. Signal Manual, Part I.

733. Aircraft Overdue—Procedure.—1. When an aircraft is one hour overdue at its destination, the C.O. of the station of destination will inform the C.O. of the station of departure and institute inquiries from stations in the vicinity of the route. Should these inquiries prove fruitless, the C.O. of the station of destination will inform higher authority, and both C.Os. will then take such action as may be necessary to inform the civil, military, naval and coastguard authorities in the neighbourhood and request any assistance it may be in their power to give.

2. Should the C.O. of the station of departure receive notification that the aircraft has landed at any place other than its destination, he will at once inform the C.O. of the station of destination accordingly. Similarly, should the C.O. of the station of destination receive such notification, he will at once inform the C.O. of the station of departure. In either case the C.O. will pass on the information to higher authority, if previously notified, and to all other units or authorities whose assistance may have been requested.

3. In the event of aircraft engaged upon operations over the sea being reported overdue, the station headquarters or unit concerned will immediately notify shipping *via* a G.P.O. W/T station, the naval authorities of the area concerned, and the appropriate coastguard, as laid down in orders from time to time. Higher authority will also be informed at once.

734. Carriage of Kit in Aircraft.—1. Except in the special circumstances laid down in clause 2, an officer proceeding on duty by air at home or abroad will not be entitled to compensation for articles of kit carried with him in aircraft beyond the following scale:—

Digitized by Google

(1) SERVICE DRESS.

Boots, ankle black	pair	1
Boots, gum	pair	1
Cap, S.D., with badge		1
Cap, field service, with badge		1
Gloves, brown	pair	1
Greatcoat		1
Shoes, black	pair	1
Slippers	pair	1
Jacket, S.D., blue		1
Trousers, S.D., blue	pair	1
Tie, black		1
Shirts, S.D., blue		2
Collars		4
Gaiters, blue, web	pair	1

(2) MESS DRESS.

Jacket		1
Waistcoat		1
Overalls	pair	1
Boots, Wellington	pair	1
Gloves, white	pair	1
Shirts, white		2
Collars, white		4
Tie, black		1
Studs and links		

(3) SUNDRIES.

Case, map	1
Comforter, cap or scarf	1
Haversack	1
Knife, clasp	1
Portmanteau, kit bag or suit-case	1
Torch with refill	1
Web equipment	
Valise	1
Waistcoat, cardigan	1
Waterbottle and sling	1
Whistle and lanyard	1
Watch, luminous	1
Undervests	2
Pants pairs	2
Handkerchiefs	6
Socks pairs	3
Towels	2
Razors, comb, pair of brushes, &c.	
Camp kit (if required).	

(4) SUPPLIED BY STATE.

Blankets	2
Revolver (or pistol) and case	1
Flying clothing	
Suits combination (if required)	2

(5) ADDITIONAL ARTICLES FOR TROPICAL COUNTRIES.

Cummerbund in R.A.F. blue		1
Helmet, Wolseley, khaki		1
Jacket, mess, white drill		1
Overalls, white (for use with mess dress)	pair	1
Shirts, khaki, thin		3
Shirt, plain, white, soft-fronted (for use with mess dress)		1
Socks, thin, black	pairs	3
Suits, S.D., khaki		2
Underclothing, thin	suits	2

and then only provided that—

(*a*) he has been ordered by competent authority to proceed by air, and

(*b*) the period of absence is expected to be not less than three days.

If the period of absence is expected to be less than three days, an officer is authorised to take with him only such articles of kit as are absolutely essential.

2. In issuing orders in connection with official long distance flights or cruises of a special nature extending over any period, the A.O.C. of the command or group concerned will issue precise instructions as to the kit (including plain clothes), additional to the scale laid down in clause 1, with which the officers taking part in the flight or cruise are

Digitized by Google

to provide themselves, full consideration being given to the duties to be performed and the places to be visited. The kit so authorised will be the minimum amount essential for the purposes of the flight or cruise. Compensation will not be admitted in excess of the scale so authorised.

3. In flights or cruises mentioned in clause 2, the C.O. flight or cruise will issue instructions as to the articles of kit to be carried by airmen taking part in such flights or cruises.

4. Nothing contained in clauses 1 and 2 or 3 will be construed as modifying the responsibility of the C.O., or of the pilot for ensuring that the aircraft is not overloaded.

5. Claims for compensation will be dealt with as laid down in para. 2641.

735. Non-official Flights.—Air force aircraft will not be used for non-official flights except to air force stations and licensed civil aerodromes. The written permission of an officer not below the rank of wing commander will be obtained on each occasion before such flight is undertaken.

736. Flights into United Kingdom from Abroad.—1. The Air Ministry is the sole authority for sanctioning flights by R.A.F. aircraft into the United Kingdom from abroad.

2. *Itineraries to include a specified R.A.F. station or civil aerodrome.*—The itineraries of R.A.F. aircraft arriving in the United Kingdom from abroad will include one of the aerodromes specified in A.M.O. A.267/39 and amending Orders.

3. *Duties of command headquarters.*—The Air Ministry will inform the various command headquarters which administer the R.A.F. aerodromes concerned of the itineraries of aircraft which are arriving from abroad, together with any amendments thereto. The command headquarters is then responsible for informing the station concerned. Immediately on receipt of this information the station commander concerned will notify the local officer of Customs and Excise of the anticipated date and time of arrival of R.A.F. aircraft coming direct from abroad so as to enable him to be in attendance on the arrival of the aircraft. Any subsequent amendments, etc., will also be notified to the Customs and Excise officer. The station commanders of these stations will be furnished with the addresses and telephone numbers (if any) of the local officers of Customs and Excise.

4. *Duties of officers commanding R.A.F. stations.*—(*a*) The station commanders of the R.A.F. stations concerned will ensure that the officers of Customs and Excise are given every facility for carrying out their various duties.

(*b*) It is the responsibility of the officer of Customs and Excise who has been notified of an expected arrival to be present at the R.A.F. aerodrome when the aircraft arrives. Neither the aircraft nor the persons on board will be detained if the officer of Customs and Excise is not present when the aircraft arrives, but the directions in clause 5 (*b*) will invariably be observed.

Digitized by Google

5. *Duties of pilots of R.A.F. aircraft.*—(*a*) *Prohibited and dutiable goods.*—A pilot flying a R.A.F. aircraft from abroad (including Eire and the Channel Islands) into the United Kingdom will not carry, nor will he allow to be carried, in the aircraft—

(i) any goods, the importation of which is prohibited,

(ii) any dutiable goods other than small quantities required as stores for the personal consumption of the crew on the particular voyage.

(*b*) *Customs declaration to be furnished.*—On arrival from abroad (including Eire and the Channel Islands), the pilot will hand the Customs declaration (Form No. C.902) of any dutiable or other goods acquired abroad which are carried in the aircraft or are in the possession of the personnel or passengers to the officer of Customs and Excise. If the latter is not present on the arrival of the aircraft, Form No. C.902 will be sent to his office. Supplies of the declaration form will be available at the station and directions for filling it up are given on it.

(*c*) *Landing at approved "Customs Aerodrome."*—If a landing from abroad is to take place at an approved "Customs Aerodrome" the pilot, if practicable, must give prior notification (i) to the local officer of Customs and Excise direct, or (ii) through the aerodrome officials. On arrival the procedure in sub-clause (*b*) will be followed.

(*d*) *Forced landings.*—A landing from abroad elsewhere than (i) at the station named in the itinerary or (ii) at an approved "Customs Aerodrome" must be reported by the pilot as soon as practicable to the police or the nearest officer of Customs and Excise, unless the aircraft resumes its flight without delay and without landing any persons or goods. In the latter event, the forced landing will be reported to the officer of Customs and Excise on arrival either at the station named in the itinerary or at an approved "Customs Aerodrome."

737. Movement of Dogs, Cats, etc., by Air.—An officer or airman is forbidden to carry dogs, cats or other canine or feline animals by air, whether over the British Islands or elsewhere.

SECTION IV.—REGULATIONS RELATING TO FLYING ACCIDENTS AND FORCED LANDINGS.

742. Forced Landings—Procedure After.—1. The pilot of an aircraft who has been compelled to make a forced landing will not leave his aircraft unguarded. Where the pilot is the sole occupant of the aeroplane, and it is necessary for him to leave his aeroplane in order to get into touch with the nearest air force unit, the pilot should, before leaving his aeroplane, place it in charge of a policeman (if one is present) or, if no policeman is present, of the most capable and responsible person present. Similarly, a pilot who has made a forced landing on water will not leave his aircraft unless it is in imminent danger of sinking, or unless he is in a state of exhaustion. Any contravention of this regulation will render the officer or airman concerned liable to prosecution under Section 39A(*b*), Air Force Act.

Digitized by Google

2. The following procedure will be adopted in dealing with forced landings where the pilot is not seriously or fatally injured:—

(*a*) The pilot of an aircraft making a forced landing will report by the quickest available method, to the C.O. of the nearest air force unit (other than a maintenance unit manned by civilian personnel), all relevant information as to his whereabouts and as to the condition of the aircraft. From the time of communicating with the C.O. of the nearest unit, the pilot will consider himself under his orders. The pilot will remain responsible for his aircraft until relieved by the C.O. of the unit to whom he has reported. If the aircraft carries a loaded machine gun, the pilot will, before he leaves the aircraft, see that the feed belt, or tray, and any live ammunition which there may be in the barrel, are removed from the gun. He will similarly see that any other firearms carried in the aircraft are unloaded.

(*b*) The C.O. of the unit to whom the pilot has reported will take charge of the aircraft forthwith (*see* para. **743**, clause 7A), make all possible arrangements for its repair, and issue such instructions to the pilot as may be necessary; he will be responsible for obtaining and fitting a serviceable engine if required, and for rendering Form 517 in regard to the unserviceable engine: he will also immediately report the matter in full detail to the C.O. of the unit to which the pilot belongs. When for reasons of economy and efficiency in effecting repairs it appears preferable for the C.O. of the unit holding the aircraft on charge to repair the aircraft (or to collect it with a view to repair), the necessary arrangements will be made direct between the C.Os. concerned. Should another unit similarly equipped to the unit holding the aircraft on charge be within reasonable distance, the A.Os.C. concerned may, if expedient, authorise collection and repair by that unit.

(*c*) If a pilot is delivering an aircraft by air from a repair depôt or contractor, notification of a forced landing, with all relevant details, will be made by the pilot, or the C.O. of the nearest air force unit, to the air or other officer commanding within whose command the landing is made. The despatch of an aircraft for delivery by air after a forced landing will be similarly notified.

(*d*) The C.O. of the unit to which the pilot belongs will, until such time as the latter reports to him, issue any necessary instructions with regard to the pilot and the aircraft through the officer temporarily in command of the pilot.

(*e*) Where a forced landing occurs at a place which is appreciably nearer to a military station than to an air force station, the pilot will request the officer commanding the former station to provide a temporary military guard on the aircraft. Any action which the pilot may take in this respect will be reported to the C.O. under (*a*).

3. When an aircraft makes a forced alighting on the water the pilot will take every possible step to effect the salvage, or ensure the safety of his aircraft. If the alighting takes place at a distance from his station he

Digitized by Google

will, on the first available opportunity, comply, so far as they may be applicable, with the instructions contained in clause 2.

4. When an aircraft is crashed and/or the pilot seriously or fatally injured, at a place, or on the sea, away from the immediate neighbourhood of the station to which it belongs, but within the command or group in which it is on charge, the procedure detailed in clause 2, modified as necessary to suit the particular circumstances, will be carried out. In addition, the C.O. of the unit to which a report of the occurrence is made will take steps to ensure compliance with para. **743.** He will also, with as little delay as possible, ascertain and report to the pilot's C.O. the necessary details to enable the latter to comply with Section VII of Chapter XXX regarding the reporting of casualties to personnel.

5. When an aircraft is crashed in a command or group other than that in which it is on charge, the air or other officer commanding the command or group in which the crash occurs will be responsible for taking action as required by A.P. 830, Vol. I. He will also ensure that para. **743,** clause 3, and, when applicable, Section VII of Chapter XXX, are complied with.

6. *See* para. **3089** as to travelling allowances; para. **791** as to report of flying accidents and forced landings; and para. **744** as to accidents and landings involving third party claims for compensation.

743. Investigation of Accidents.—1. In the following circumstances, a flying accident (as defined in para. **1326,** clause 1) or a forced parachute descent occurring at home will, subject to clause 3, be reported to the Air Ministry for the information of the Accidents Investigation Branch:—

(*a*) Where a court of inquiry is to be convened under para. **1326.**
(*b*) Where the accident, although without serious consequences, may, in the opinion of the C.O., be due to—
(i) failure of any part of the aircraft (including the engine) when taking off, in flight or on landing;
(ii) a defect in workmanship, design or material;
(iii) a part of the aircraft catching fire in the air;
(iv) compass defects;
(v) any obscure cause.
(*c*) Where a parachute descent is made, other than for practice or test purposes.
(*d*) Where an accident is likely to cause considerable publicity in the press.

2. The report will be made by service message with "Immediate" priority immediately after the occurrence by the unit responsible under para. **742** for taking charge of the aircraft.

3. The service message under clause 2 will be additional to any casualty service message which may be required by para. **2310,** except where the same unit would be responsible for the despatch of both service messages. In this event the service message under para. **2310** will serve both purposes. When a separate service message is sent under this para. it will contain all the information required by para. **2310** except the particulars of the pilot and passengers.

Digitized by Google

4. On the receipt of every report of a flying accident, whether under this para. or para. **2310**, the Accidents Investigation Branch will decide whether a special investigation, in addition to any service court of inquiry, is required and will notify the unit accordingly, confirming any such verbal or telephonic notification in writing.

5. The officer responsible for convening a court of inquiry into a flying accident will also comply with para. **1826**, clause 5, in regard to the attendance at the court of a representative of the Accidents Investigation Branch.

6. Any telegraphic report of a flying accident will be followed as soon as possible by a brief written account, giving any available information not included in the service message. This will be sent by the officer despatching the service message, and should not be delayed more than 24 hours. *See also* para. **2310**, clauses 2 and 3.

7. When an accident has been reported under clause 1 or 2, the C.O. responsible for the aircraft, whether it be the C.O. on whose charge the aircraft concerned was when the flight commenced or the C.O. to whom the accident is reported under para. **742**, will be responsible for guarding the wreckage (which will not be disturbed more than the minimum necessary to extricate the occupants, avoid obstruction, or facilitate guarding) and if possible for effecting salvage where the crash has occurred on the sea. The aircraft will remain so guarded and undisturbed until any investigation that may be ordered has been carried out, and until instructions to release it for disposal have been received from the Accidents Investigation Branch by the proper authority. If the aircraft is lying on a railway line or road it will immediately be moved, but no more than is necessary to avoid obstruction, care being taken to cause as little further damage as possible. Where parts of the aircraft are scattered over a wide area they may be moved for easier guarding provided that each part is labelled or marked and that the position from which it is moved is carefully noted by means of a peg driven into the ground or by pin-pointing it on a large-scale map.

7A. The C.O. responsible for the wreckage will detail a suitable specialist officer or warrant officer who will be present when the wreckage is examined by the Accidents Investigation Branch, if an investigation is carried out by that branch: this officer or warrant officer will be available to give evidence at the court of inquiry. If no investigation is carried out by the Accidents Investigation Branch, the specialist officer or warrant officer will supervise a preliminary examination of the wreckage before it is moved, so that any available evidence which may ultimately explain the cause of the accident is not impaired or destroyed.

8. *See* para. **1327** as regards accidents occurring under naval discipline.

743A. Forced Parachute Descents occurring Abroad.—All forced parachute descents occurring abroad will be reported to the Air Ministry by service signal immediately after the event by the unit to which the personnel involved belong, unless the occurrence is being made the subject of a casualty message under para. **2310**, in which case no further message is required. A message sent under this para. will contain all the information required by para. **2310** (except the particulars of the pilot and passengers). As soon as possible after the despatch of the signal a brief written account

Digitized by Google

should be forwarded giving any relevant information not included in the signal.

744. Accidents and Landings Involving Third Party Claims for Compensation.—1. Third party claims against the R.A.F. may arise as a result of—

(*a*) damage done by aircraft to property (whether belonging to other government departments or civilians) and to civilians in the form of personal injury;

(*b*) the salvage of aircraft (dealt with in para. **745**); and

(*c*) damage caused by sightseers.

2. With the exception of those arising in India, all third party claims against the R.A.F. for compensation for amounts in excess of the financial powers of A.Os.C., as laid down in Appendix VI, will be referred to the Air Ministry for settlement. If, however, a court of inquiry is held the provisions of para. **1332**, clauses 7 and 8, will be applied. Third party claims arising out of collisions and similar accidents are not normally raised between departments of the home government when the damage to property on either side does not exceed £100 in any one case (*see* Appendix C of A.P. 1508) but those for amounts in excess of the financial powers of A.Os.C. will be reported to the Air Ministry.

3. Where it is necessary for an officer or airman or civilian employee to interview a claimant or his representative, no instructions are on any account to be given by the officer or airman or civilian employee as to commencing or carrying out repairs to damaged property, and liability will on no account be admitted.

4. At home, the following procedure will be followed in the event of an aircraft crashing or making a forced landing elsewhere than on a service aerodrome, or otherwise causing injury or damage likely to give rise to a claim from a third party:—

(*a*) A report in duplicate on Form 171, giving a brief indication of the circumstances and as full a statement as possible of the nature of the damage done, will be sent, within 48 hours, by the C.O. of the unit which has received a report of the crash or forced landing either from the pilot under clause 2 of para. **742**, or from some other source, direct to the superintending engineer or principal works officer of the works area covering the unit.

(*b*) In addition to this written report, brief particulars will be telegraphed or telephoned to the superintending engineer or principal works officer by the pilot or unit concerned immediately after the incident in all cases in which injury to livestock or damage to a dwelling house is involved or in which it appears from the nature or magnitude of the damage that the case is one likely to require special handling. The name and address of the owner of the livestock or other property concerned should be stated in the telegram or telephone message.

(*c*) The C.O. will forward a copy of the written report referred to in (*a*) to the A.O.C. the command or group to which he belongs, through the usual channels, supplementing it with any fuller statement which may be necessary and any evidence available as to the circumstances of the case.

Digitized by Google

(*d*) On receipt of a report under (*a*) the superintending engineer or principal works officer will arrange for an investigation of the damage and for negotiation with the claimant, when necessary, unless the case is of such a special nature that he considers it desirable to refer first to the Air Ministry. Any negotiations should be conducted without prejudice, no liability being admitted and no undertaking given as to the payment of any particular sum as compensation by the R.A.F. or Air Ministry.

(*e*) The superintending engineer or principal works officer will in due course refer his assessment of the damage to (i) the A.O.C. referred to in sub-clause (*c*) in cases where the amount of the assessment and the nature of the damage is such that the A.O.C. has power under Appendix VI to authorise payment or (ii) in all other cases through the chief engineer to the Air Ministry for settlement direct with the claimant. The assessment should be accompanied by the full correspondence with the claimant, together with the report of the officer who actually carried out the investigation, and (in the case of reference to the Air Ministry) by a copy of Form 171. As to the payment of claims coming within the scope of (i), *see* paras. **2903** and **2914.**

(*f*) Any claim for compensation which may be received by the C.O. of the station or other R.A.F. officer, together with all relevant correspondence, will be passed direct to the superintending engineer or principal works officer, who should also be furnished with a copy of the proceedings of the court of inquiry, and any police report or written statements of independent witnesses that may be available.

(*g*) The pilot in charge of the aircraft must not in any way discuss the question of compensation with the claimant or local land-owner concerned.

5. The provisions of clause 4 are intended solely to enable claims for compensation to be settled expeditiously. They do not in any way modify the regulations (*see* paras. **743, 1325** to **1327, 1329** and **1332**) dealing generally with the investigation and reporting of crashes and injuries of officers and airmen. The air or other officer commanding should, therefore, on receipt of the report referred to in clause 4 (*b*), take prompt action to dispose of the case in the normal manner applicable to an ordinary accident, and also to place the Air Ministry in possession of the fullest details at the earliest possible moment.

6. When any damage is caused, by an aircraft, to telegraph or telephone wires adjacent to railways, the occurrence will be reported immediately to the stationmaster of the nearest railway station. Similarly, damage to wires bordering roads or canals will be reported to the official in charge of the nearest post office.

7. Claims for compensation for damage arising out of bomb-dropping, or air fighting, whatever the amount of the claim, will be forwarded to the Air Ministry for settlement. Very full particulars will be furnished together with a statement from the officer directing the operation that there was a real necessity for carrying out the bombing at the place and in the manner adopted, and that there was no negligence.

745. Claims for Salvage of Aircraft.—1. Claims for salvage of aircraft by civilians abroad (except in India) and at home, when in excess of the

Digitized by Google

financial powers of A.Os.C. as set out in Appendix VI, will be forwarded to the Air Ministry for settlement.

2. Claims so forwarded will be accompanied by a report giving the following details:—

(*a*) A statement by the pilot of the circumstances in which the casualty occurred.

(*b*) The type and number of the aircraft and its engines and the strength of the crew.

(*c*) The condition of the aircraft after the accident.

(*d*) The distance from (i) the nearest seaplane station; (ii) the nearest land; (iii) the nearest port.

(*e*) What signals (if any) were made for assistance, and when.

(*f*) The distance the aircraft was taken in tow.

(*g*) The time occupied in salvage operations.

(*h*) The type of salving vessel.

(*i*) The number of crew carried by her.

(*j*) Whence and on what business the salving vessel was bound at the time the aircraft was seen to be in distress.

(*k*) What loss of fishing or trade (if any) resulted from the assistance rendered.

(*l*) The danger to which the aircraft was exposed and from which it was rescued.

(*m*) Whether arduous or hazardous operations were involved.

(*n*) The weather conditions at sea, i.e. the state and force of the tide, the direction and force of the wind and the state of the sea.

(*o*) Any other relevant information.

3. The Crown is not subject to the ordinary mercantile law relating to salvage operations, but the practice is followed of reimbursing to civilian salvors the reasonable actual cost of salvage operations, together with a moderate reward, provided the total payment involved, which is made *ex gratia*, does not exceed the actual value of the material salved. In the assessment of the payment, the primary considerations are the amount of trouble taken, the loss of time, fishing or other trade entailed, the degree of risk of injury to life or property incurred, and the value of the material salved.

4. Salvage by a homeward-bound vessel would receive lower remuneration than would be awarded to an outward-bound vessel which interrupted her voyage or deviated in order to tow to port a distressed aircraft, and special consideration may be given if it is clear that the towing vessel incurred special risks owing to weather or other conditions, by reason of the towage.

SECTION V.—RULES OF THE AIR.

750. General Rules of the Air.—1. Rules as to lights and signals and rules for air traffic are laid down in Air Navigation Orders in Council issued under the Air Navigation Acts, 1920 and 1936; they conform with the provisions of Annex D to the Convention for the Regulation of

Digitized by Google

Aerial Navigation, 1919, as amended from time to time by the International Commission for Air Navigation. These rules will be observed by R.A.F. aircraft at all times except as modified for air force aerodromes by paras. **751** and **754.**

2. The relevant portion of the Air Navigation Orders relating to the above rules is reprinted as Appendix XXVI. It should be noted that where in this Appendix rules for aerodromes open to public use are stated, these rules do not apply to air force aerodromes, even though such may be open to public use in certain circumstances.

750A. Prohibited Areas.—1. Paras. 1 to 6 of Schedule VII to the Air Navigation (Consolidation) Order, 1923, as amended by subsequent orders, relating to prohibited areas in Great Britain and Northern Ireland (other than areas in which flying is temporarily restricted) and to the action to be taken under para. 6 of that Schedule in the event of an aircraft failing to comply with the prescribed procedure after the prescribed warning signals have been given, are reprinted as Appendix XXVII.

2. Although permitted by para. 6 of Schedule VII, the action of firing at or into the offending aircraft, or using other forcible means to compel compliance, will not be taken except in pursuance of a general order issued by the A.O.C. directing or authorising such action to be taken in specified circumstances.

3. A.Os.C. abroad will make themselves conversant with the position under the law of the country in which their command is situated and will issue instructions as necessary; these instructions will indicate that action against offending aircraft, where permitted by the local law, will not be taken except in pursuance of a general order such as is referred to in clause 2.

751. Air Force Aerodrome—Rules*.—1. An aeroplane approaching an aerodrome for the purpose of landing shall be responsible for avoiding all aeroplanes flying at a lower altitude, but the latter, if the contingency arises, will assume that they are overtaking aircraft and keep out of the way.

2. An aircraft showing signals of distress or being in apparent difficulties shall be given free way in attempting to land.

3. Aircraft taking off or taxying out to take off shall be responsible that they do not take off or taxy across the path of an aircraft gliding in to land or landing.

4. At every station at which an aerodrome or alighting area for seaplanes is situated, a sleeved streamer of standard size and pattern to indicate the direction of the wind will be flown continuously in some conspicuous position so as to be clearly visible from the air.

5. (*a*) The C.O. of the station is responsible that any bad ground and any temporary obstructions on the aerodrome which are not clearly discernible by pilots from the air and from the ground are indicated whenever possible by the markings prescribed in A.P. 129, chapter II, para. 112.

* This para. includes rules laid down in the Air Navigation (Consolidation) Order, 1923, Schedule IV, para. 35 (*see* Appendix XXVI).

Digitized by Google

(*b*) Tractors and other vehicles employed on aerodromes will display markings as laid down in A.M.O. A.436/37, and amending Orders.

(*c*) The C.O. will report by signal if the aerodrome or any substantial part of it becomes unserviceable, and if any temporary obstruction not clearly discernible by pilots from the air cannot be effectively indicated by means of the markings prescribed in A.P. 129. At home, such signals will be addressed to "All R.A.F. units at home, repeated Air Ministry" and the instruction "Send by broadcast method" inserted in the special instruction space on the message form. If the degree of urgency necessitates broadcasting before the next routine broadcasting period, the address should bear the appropriate priority prefix. Abroad, the message will be sent to "Headquarters, R.A.F."

(*d*) Reports must contain the following information:—

(i) Nature and position of the unserviceable area or obstruction.
(ii) Nature of the markings by day and night.
(iii) Approximate period during which the area will remain unserviceable or the obstruction will remain on the aerodrome.

(*e*) When the area becomes serviceable or the obstruction reported by signal no longer exists, the C.O. of the station will be responsible for a signal to this effect being addressed to "All R.A.F. units at home, repeated Air Ministry," or, in the case of stations abroad, to "Headquarters, R.A.F."

(*f*) Grass-cutting operations will not be reported, but during the periods when grass-cutting or other work involving the use of vehicles, mowers, etc., is in progress, the C.O. will ensure that an adequate portion of the aerodrome is left clear for landing.

(*g*) Before landing at an aerodrome, the pilot or first pilot of an aircraft is responsible for seeing that the part of the aerodrome which he intends to use is free from obstruction.

6. When night flying is in progress at any aerodrome, the direction of the wind and the landing area will be indicated, and the obstruction lights set out, in the manner prescribed in A.P. 129.

7. (*a*) When bombing practice, with practice bombs, and diving practice is being carried out a white hollow square of ground strips 1 ft. wide and 12 ft. long will be placed within the landing circle of the aerodrome.

(*b*) The target to be bombed will consist of a solid white square 15 ft. × 15 ft. which may be situated at the most suitable spot on the aerodrome as selected by the C.O.

8. Pilots landing at aerodromes where the hollow square is displayed within the landing circle must keep a sharp look-out for aeroplanes that may be bombing or diving and should take care to keep a proper distance in the air and to land well away from the target so that bombing practice will not be interfered with.

752 and 753. *Deleted.*

754. Standard Signals for Flying Control.—Rules as to signals for night flying control at air force aerodromes are laid down in A.P. 129.

Digitized by Google

SECTION VI.—REGULATIONS RELATING TO AIR NAVIGATION.

760. Duties of the Navigation Officer.—1. The navigation officer of a service squadron will act as assistant to the C.O. on all questions of air navigation, including instruction in this subject.

2. The navigation officer will supervise the care and adjustment of compasses (including those contained in bomb sights), navigation instruments and accessories and other instruments that are used for air navigation purposes. He will hold such instruments as are required by him for the purpose of instruction in air navigation and for the purpose of testing and calibrating instruments.

3. The navigation officer will be responsible for the calibration of instruments used in air navigation for which the necessary test apparatus exists. Such calibration will be carried out on the following occasions:—

(*a*) When the accuracy of an instrument fitted to an aircraft is in doubt and the instrument is handed to the navigation officer for test. On such occasions the degree of accuracy of the instrument will be ascertained and the instrument will be either re-adjusted and returned to the flight commander concerned for refitting to the aircraft or it will be returned to the unit stores, through the flight commander, for subsequent despatch to a depôt for repair.

(*b*) When an instrument is drawn from stock for the purpose of fitting to an aircraft and before such fitting is carried out.

4. The navigation officer will be responsible for the custody and correctness of, and the accounting for, all maps and charts held on charge by the unit, in accordance with paras. **2267** to **2272**. Similarly, he will be responsible for the custody of " Notices to Airmen " in accordance with para. **763**; for the custody of all publications issued for navigational purposes; and for keeping these publications up to date by means of the notices and supplements issued from time to time.

5. The navigation officer will be responsible for instructing pilots in the method of making the weather observations and reports required by the Meteorological Office, in accordance with para. **728**, clause 5.

6. When an officer qualified in air navigation is not borne in a unit, or when such an officer is borne and is temporarily absent from the unit, the C.O. will detail a suitable officer to carry out these duties.

761. The Navigator of an Aircraft.—1. The navigator of an aircraft will be responsible to the captain for its safe navigation.

2. The navigator will carry out the following duties:—

(*a*) Ensure that the aircraft is equipped with suitable instruments and the necessary maps and charts.

(*b*) Prepare the flight plan before the flight.

(*c*) Give the pilot the courses to steer.

(*d*) Keep an accurate log of the flight, which will be a progressive record of the navigation data obtained during the flight. This must include all the information necessary for the estimation of the aircraft's position when fixes are unobtainable. The entries

Digitized by Google

must be accurate, clear and concise, abbreviations being used where possible.

(*e*) Inform the captain of the aircraft of the aircraft's position on request.

(*f*) Initiate requests for W/T D/F bearings as necessary.

3. When a navigator is not carried, the captain of the aircraft will carry out, as far as he is able, the duties in clause 2.

762. Compass Adjustment.—1. The compass of an aircraft and course setting bomb sight, when fitted, will be adjusted on the following occasions:—

(*a*) On acceptance of the aircraft by the R.A.F.

(*b*) On change of position or replacement of any magnetic material in the vicinity of the compass (e.g. change of the engine, or of armament, or steel or iron fittings) or electric circuits in the vicinity of the compass.

(*c*) When the aircraft leaves the hands of an aircraft or engine repair section or depôt.

(*d*) On replacement of the compass in the aircraft by another. A compass must never be fitted in an aircraft in any position other than the approved one without the authority of the Director of Technical Development, Air Ministry. Also the type of compass must not be changed from the approved one without the authority of the Director of Technical Development.

(*e*) After the aircraft has been standing heading in any one direction for four weeks.

(*f*) *Deleted.*

(*g*) After a considerable change in magnetic latitude.

(*h*) At any time at the discretion of the C.O. or when the accuracy of the deviation table is in doubt.

In addition to the special occasions referred to at (*a*) to (*h*) above, the deviations of the compass of an aircraft will be checked and, if necessary, adjusted periodically as a matter of routine, once every four weeks if possible, but on no account less frequently than once every eight weeks, except in the case of aircraft on board aircraft carriers or other of H.M. ships. The compasses in aircraft embarked in aircraft carriers or other of H.M. ships will be adjusted on the occasions referred to at (*a*) to (*h*) above, and, in addition, they will be checked and, if necessary, adjusted as soon as opportunity offers after the aircraft is received on board from the base, and subsequently as necessary to ensure that they are maintained in adjustment. At experimental establishments, special rules apply in respect of compass adjustment. Test pilots are responsible for ensuring that these rules are complied with.

2. The flight commander will be responsible that the compasses in aircraft of which he is in charge are adjusted on the occasions specified in clause 1. The adjustment of all compasses in each aircraft will normally be carried out by the pilot of the aircraft, supervised, when necessary, by the navigation officer or, if an officer so qualified is not available, by an officer who is considered by the C.O. to be competent to do so.

Digitized by Google

3. When an aircraft has been swung for the adjustment of its compass the errors remaining after correction will be recorded on a card (Form 316) which will be placed in a conspicuous position on the instrument board of the aircraft. A check of the errors recorded will be made by a test flight when any electrical equipment has been fitted which is not part of the standard equipment of the aircraft and which functions only when the aircraft is flying.

4. The box holding the compensating magnets will be securely closed.

5. As regards compass log books, *see* para. **790.**

763. "The Air Pilot" and "Notices to Airmen."—The C.O. of a flying unit will ensure that facilities are provided for all officers of the general duties branch and airman pilots to make themselves acquainted with "The Air Pilot" and "Notices to Airmen," and such other publications as are issued for navigational purposes. He will see that the navigation officer is supplied with copies of all "Notices to Airmen" and "The Air Pilot" monthly supplements immediately upon receipt, and that that officer makes all necessary amendments and/or corrections to all maps, charts and publications as directed in paras. **760** and **2268.** He will also require the navigation officer to keep in an accessible form, available for the information of the officers and airman pilots of the unit, details published in "The Air Pilot" and "Notices to Airmen" which they are likely to require, or which are likely to be of assistance to them in the efficient performance of their duties.

Section VII.—Regulations relating to Signals.

768. Signals Equipment in Aircraft—Responsibility of C.O.—1. The C.O. of a service unit will be responsible that all serviceable aircraft in his squadron are maintained complete with signal equipment in accordance with authorised establishment. He will be responsible that all signal equipment is kept in efficient working order and that the personnel concerned is thoroughly acquainted with its details. At experimental establishments where the nature of the work may not always permit of this, serviceability of the signals equipment must be ensured before any flights are carried out in which reliance will have to be placed on this equipment.

2. All officers of the general duties branch and airman pilots will be required to be efficient in visual signalling as required for R.A.F. flying duties. The types of signalling in which they are to be trained will be notified in A.M.Os.* from time to time.

Section VIII.—Regulations relating to Armament.

773. Custody of Armament Equipment in Aircraft.—The C.O. of an operational unit will ensure that the following procedure is adopted in the unit under his command, in order that aircraft of the initial equip-

* e.g. in A.M.O. A.53/38.

Digitized by Google

ment and the immediate reserve of that unit may be in a state of constant readiness for war service:—

(*a*) On receipt, by a squadron, of an aircraft, all its armament equipment, as specified in the Appendix "A" of the appropriate equipment schedule, will be fitted and tested on the ground and, where facilities permit, in the air.

(*b*) After being tested, bombing and gunnery equipment which is not mobile within the aircraft will remain fitted in the aircraft and be maintained ready for immediate use. A.Os. C.-in-C. and A.Os.C. commands may modify this instruction to suit local conditions but they will stipulate what equipment may be removed. Such equipment must be kept assembled, ready to be fitted immediately when required.

(*c*) All armament equipment, including equipment removed under sub-para. (*b*), will be used or tested at least once every six weeks, bomb sights checked for alignment and accuracy, guns in initial equipment aircraft fired and guns in immediate reserve aircraft examined. The bomb sight compass must be swung concurrently with the aircraft compass.

(*d*) A separate record of the fitting and testing of the above-mentioned equipment will be kept at squadron headquarters. Entries will be made in the appropriate gun or other history sheets and in compass log books.

774. Air Gunnery and Bomb Dropping—Precautions.—1. The C.O. of a unit will not permit any practice bombing with practice bombs on the aerodrome without permission of the air or other officer commanding concerned; nor will he allow any air gunnery or live bomb dropping to be carried out over any locality other than that approved for use for such purposes.

2. The C.O. of a unit will be responsible that when air gunnery or bomb dropping practices are being carried out, the necessary precautions to safeguard R.A.F. personnel are taken, and that warnings to ensure the safety of the public as required by local or other regulations are fully observed and carried out. (*See* A.P. 1245, Chapter 1.)

3. Should a claim be received in respect of damage alleged to have been caused by bomb dropping or air fighting, it will be dealt with as laid down in para. **744**, clause 7.

775. Housing of Aircraft Fitted with Explosives or Pyrotechnics.—1. An aircraft fitted with live bombs or pyrotechnics (other than marine distress signals, wing tip flares or Verey cartridges) is not to be housed or stored under cover except in an emergency, and with the consent of the C.O. of the station, who, in giving his approval, will ensure that warning notices are placed on the aircraft concerned.

2. All weapons, including Verey pistols, must be unloaded at the termination of every flight. Wing tip flares, if not removed, must be disconnected at the terminals before the aircraft is placed under cover.

776. Live Bombs and Small Arms Ammunition Carried in Aircraft.—The carrying of live bombs and small arms ammunition in aircraft is prohibited except as specified in A.P. 1245, Chapter 3, Section XXI.

Digitized by Google

SECTION IX.—REGULATIONS RELATING TO PARACHUTES AND DINGHIES.

780. Maintenance Responsibility.—1. The maintenance of parachutes and dinghies is the responsibility of the station engineer officer or chief technical officer.

2. Parachute and dinghy maintenance organisation is described in A.P. 1464A, Vol. I, Part 2, Section 1, Chap. 14.

781. Parachute Descents.—Except where a C.O. is satisfied that operational considerations make a departure from the rule necessary, live parachute descents, other than forced descents, will be made only by personnel whose duties involve them, or who are under training for such duties, or who volunteer. These descents may be either operational, instructional, practice or experimental. Instructional and practice descents will be made only under the close supervision of an officer fully qualified as an instructor in parachute descents and subject to the prior approval of the C.O. of the station. Experimental parachute descents will be made only on the authority of the Air Ministry and subject to the prior approval of the C.O. of the station. Further regulations affecting parachutes are laid down in A.P. 1182, Vol. I, Part 1.

SECTION X.—REGULATIONS RELATING TO LOG BOOKS.

786. Flying Log Book.—1. The pilot's log book (Form 414) and the observer's and air gunner's flying log book (Form 1767) are official documents and are the property of H.M. Government. Officers and airmen on ceasing to be employed will, however, as an act of grace, be allowed to retain their log books when all official action for which they may be required is completed. In the event of an officer's or airman's death in the service, his log book, when no longer needed for official purposes, will be forwarded to his next-of-kin.

2. Every officer of the general duties branch of and below the rank of group captain and every airman pilot will keep a complete record in Form 414 of all flights undertaken by him, the log book being maintained in accordance with the instructions in the form.

3. The following additional information will be recorded in Form 414:—

(*a*) Qualifications as first pilot—in the appropriate section in the front of the log book.

(*b*) Qualification for the flying badge—inserted in manuscript and signed by the C.O. or his deputy.

No other records maintained in units will be entered in the log book and only the authorised stamp for the monthly flying total will be used.

4. The following are the definitions of the terms "dual," "solo" and "passenger" flying:—

(*a*) *Dual Flying.*—All flying carried out either by a pupil pilot or a qualified pilot in a dual control aeroplane under the direct supervision of another pilot acting in the capacity of an

Digitized by Google

instructor is considered as dual flying and should be recorded as such. Flying instructors, when giving dual instruction, will count full solo flying time for the time they spend in the air on such instruction.

(*b*) *Solo Flying.*—(i) In aeroplanes, whether fitted with dual control or not, that are designed to be flown by one pilot only, the pilot or pupil pilot when actually flying the aeroplane is considered to be flying solo even though he may be carrying a passenger or passengers, except when he is undergoing dual control instruction in such type of aeroplane. Flying times will then be recorded as laid down in (*a*). (ii) In aeroplanes in which a first and second pilot are carried, both first and second pilots will count full flying time as pilots for the time they spend in the air as first and second pilot, except that when a pilot or pupil pilot is undergoing dual control instruction his flying time will be recorded as in (*a*).

(*c*) *Passenger Flying.*—All flying carried out by pilots and pupil pilots when they are in no way connected with the actual flying of the aeroplane will be recorded as passenger flying.

5. Every observer and air gunner will keep a complete record in Form 1767 of all flights on service aircraft undertaken by him, the log book being maintained in accordance with the instructions in the form. Qualification as observer or air gunner will also be recorded in the appropriate section.

6. All log books will be inspected, and certified as correct, by or on behalf of the C.O. monthly, annually (1st June for officers, 1st August for airman pilots and 31st December for observers and air gunners) and when a pilot, observer or air gunner is posted or attached for flying duties.

7. At the inspection of a unit by the air or other officer commanding, the log book of every pilot will be produced to the inspecting officer.

8. When a coroner's inquest is held into a fatal flying accident the C.O. will arrange for a representative of the unit attending the inquest to produce the pilot's flying log book.

787. The Watch Log Book.—1. At every airship and aeroplane station a watch log book will be kept. The duty pilot will be responsible during his tour for its custody and compilation. At night the current log will be kept under lock and key in the office of the duty pilot who will keep the key in his possession.

2. The arrival at and departure of aircraft from the station will be recorded in the log from the reports made by pilots under para. **731** and from the messages sent in accordance with para. **732.** Details in regard to civil aircraft using the stations will also be entered as required by para. **2037.**

3. The C.O. of a station will be responsible for the safe custody of completed watch log books.

4. For duties of the duty pilot *see* para. **823.**

788. Airframe and Aero-engine Log Books.—1. Instructions for the upkeep of airframe and aero-engine log books will be found in A.P. 1464, Vol. II.

Digitized by Google

2. When a coroner's inquest is held into a fatal flying accident, the C.O. will arrange for the representative of the unit attending the inquest to produce the airframe and aero-engine log books if required.

789. *Deleted.*

790. Compass Log Books.—At every flying unit a compass log book (Form 343) will be kept in which will be entered details of all compass adjustments carried out at the unit, including adjustments to the bomb-sight compass. The officer making the adjustment will be responsible that the information required by the form is correctly entered. Compass log books will be inspected and initialled monthly by the C.O. or some responsible officer appointed by the C.O. for the purpose, and will be produced as required for the inspection of the air or other officer commanding or other inspecting officer.

791. Flying Accident and Forced Landing Report.—All units at home and abroad where flying is carried out will keep a complete record of all flying accidents and forced landings on Form 764 in accordance with the instructions contained in the manilla covers.

Section XI.—Miscellaneous Flying Regulations.

796. Identification Marks.—1. An air force aircraft will bear identification marks as follows:—

(*a*) Aeroplanes:—

(i) On both sides of the fuselage; on the bottom side of the lower planes; and on the top of the upper planes—

Three concentric circles—inner circle red, middle circle white and outer circle blue.

(ii) *Deleted.*

(iii) For aeroplanes used for night flying the marks described at (i) will be modified by deleting the white circle and expanding the red and blue circles outwards and inwards respectively so as to meet in the centre of the space normally occupied by the white circle.

See also para. **2432** as to numbering of aeroplanes and engines.

(*b*) Airships:—

(i) On top and bottom of the envelope near the centre of the ship; on both sides of the upper and lower fins; on the nose—

Three concentric circles—inner circle red, middle circle white, and outer circle blue.

(ii) On both sides of the rudders—

Three equal vertical stripes in red, white and blue, the red stripe being next to the rudder post.

2. Squadron markings approved by the A.O.C. and unit badges authorised under A.M.O. A.14/36 may be painted on aircraft and also flight markings painted in the approved manner, but in no circumstances will such markings be placed on control surfaces or so as to obscure the R.A.F. marking, nor will radiators, spinners or other parts of aircraft be painted in other than their original colours.

Digitized by Google

797. Passengers in Service Aircraft.—1. Persons who are not serving air force personnel will not be carried in an air force aircraft without the authority of the Air Ministry except:—

(*a*) Personnel of the naval or military forces who are required to go into the air on duty, provided they produce a certificate signed by their C.O. stating that they are so required. Certificates need not be produced in respect of certain naval personnel, as specified in A.M.Os.*

(*b*) A civilian official or employee who is required to go into the air on duty with the sanction of the Department of the Air Member for Development and Production or other Department of the Air Ministry, or with the authority of the C.O. of an experimental establishment or of the Chief Superintendent, Royal Aircraft Establishment.

(*c*) Persons of distinction in the public services of any part of the British Empire or of any friendly power who may be conveyed by air on the authority of an air or other officer commanding abroad within the limit of the command. Such flights can be allowed only under the personal authority of an air or other officer commanding. They must not be granted to the prejudice of ordinary service duties and will be restricted to occasions in which the air or other officer commanding is satisfied that the public interest would be promoted by the grant of flying facilities. Returns of all flights allowed under this authority for the previous six months will be forwarded to the Air Ministry on 1st January, and 1st July, of each year. The returns will state (i) the name and status of the person conveyed, (ii) the object of the flight, and (iii) the mileage.

(*d*) Local inhabitants, who may be carried on the authority of an air or other officer commanding an overseas command when he considers such flights necessary for air force purposes.

(*e*) Personnel of the civil administration (including members of His Majesty's Diplomatic Service) within the areas of the undermentioned commands may be conveyed by air for the purpose of their official duties connected with defence or public security, subject to the condition that their conveyance is duly authorised by the competent authority of such administration and that it can be provided with due regard to normal service duties and training:—

British Forces in Iraq;
Middle East (Egypt, Palestine and Trans-Jordan, and Sudan);
Aden;
Far East.

Forms of indemnity need not be obtained but returns of flights so provided will be rendered to the Air Ministry as for flights allowed under (*c*).

(*f*) (i) Aircraft engaged in long distance cruises may give flights to persons in the military or civil employment of governments of British or dominion territories either for the purpose of co-operation exercises with local military or police forces or when the officer in command is satisfied that such a flight subserves an air force interest.

* *See* A.M.O. A.87/33.

Digitized by Google

(ii) Flights may also be given by visiting aircraft to local notabilities, such as native chiefs, when the air or other officer commanding considers such flights are in the interest of the R.A.F.

(iii) An indemnity in the form given in Appendix XXIII will invariably be obtained, unless as regards (i) the officer administering the government of the territory concerned has signed a general form of indemnity.

2. Pilots qualifying for the flying badge under para. **811,** clauses 2 and 3, will not be permitted to carry passengers until the tests enumerated in para. **811,** clause 5, have been completed. Pilots qualified under para. **812** will not be permitted to carry passengers except with the written permission of an officer of the general duties branch not below the rank of squadron leader.

3. A qualified pilot will not be permitted to take up a passenger in a type of aeroplane in which he has not previously carried out, to the satisfaction of his C.O., a successful solo flight, except where the passenger is an essential member of the crew of the aeroplane. (*See also* para. **805,** clause 2.)

4. Passengers, other than the regular flying crew of the aircraft and/or airmen concerned with the alterations, adjustments or modifications, will not be carried on test flights.

5. Persons other than serving air force personnel will not be given flying instruction in service aircraft without the authority of the Air Ministry.

797A. Flights by Foreign Service Personnel in R.A.F. Aircraft and by R.A.F. Personnel in Foreign Aircraft.—1. Invitations to personnel of foreign naval, military or air services to pilot British service aircraft will not be given. Invitations to fly as passenger (except where authorised under para. **797,** clause 1 (*c*)) will be given only after obtaining the prior consent of the Air Ministry or, in the case of aircraft embarked in one of H.M. ships which is visiting a foreign port, of the senior naval officer present. Such consent will only be given in exceptional circumstances in which the giving of the invitation would be in the public interest. All such flights will be undertaken at the risk of the person making the flight, who must complete a form of indemnity (*see* Appendix XXIII) before any such flight is carried out.

2. The acceptance by R.A.F. personnel of invitations to pilot the service aircraft of any foreign power is forbidden. Invitations to fly as passenger in such aircraft will not be accepted without obtaining the prior consent of the Air Ministry or, in the case of personnel embarked in one of H.M. ships which is visiting a foreign port, of the senior naval officer present. Such consent will only be given in exceptional circumstances in which the acceptance of the invitation would be in the public interest. Personnel carried in foreign service aircraft with due authority under this clause will in the event of injury or death be dealt with for non-effective purposes as if the aircraft had been a British service aircraft.

798. Flying by Civilian Staff.—1. Civilians employed by the Air Ministry should be given every opportunity to fly as passengers in

Digitized by Google

government aircraft when the performance of their official duties will be improved or facilitated thereby, provided that aircraft are not specially detailed for the purpose and that prior official authority is obtained for each flight. In particular, members of the staff of the Meteorological Office, civilian medical practitioners employed under contract on whole-time duty, civilian technical staff, works officers concerned with the preparation and upkeep of aerodromes, and full-time education officers should be freely allowed to make official journeys and flights in service aircraft whenever they can conveniently do so without aircraft being specially detailed for the purpose.

2. In the event of an accident occurring during any such flight, resultant injuries will be regarded as attributable to the nature of the duty of the official concerned for the purpose of Section I, Superannuation Act, 1887, the Workmen's Compensation Act, the Teachers' (Superannuation) Act or similar legislation.

3. *See* para. **1449**, clause 4, as to the medical examination of a civilian.

799. Display of Flying and Participation in Aviation Meetings.—1. All applications from town councils, or other public bodies, or from public or private organisations, for the loan of aircraft to take part in any celebration, festivities, or the like will be acknowledged, and the applicants informed that their request should be addressed direct to the Air Ministry. In no circumstances will any officer authorise any such loan of aircraft without the prior approval of the Air Ministry.

2. An officer or airman is forbidden to give displays of flying at fêtes or exhibitions unless the sanction of the Air Ministry has been obtained.

3. An air or other officer commanding may, however, grant permission to an officer or airman to participate in officially recognised civil aviation meetings held at home. Permission will, if granted, be subject to the provisions of para. **800**. All applications to take part in aviation meetings abroad will be referred to the Air Ministry.

800. Use of Civil Aircraft by Officers and Airmen.—1. Private aircraft in the possession of officers or airmen are civil aircraft, and the regulations contained in Chapter XXVI and any other regulations that may be issued from time to time in regard to civil flying will be applicable to them and to their owners in so far as such aircraft are concerned. An officer or airman piloting a civil aircraft (whether private or otherwise) which he is not required to fly in the performance of his air force duty must also comply with the civil air navigation legislation (including orders, regulations and the like) in force in the country or countries in which the flight takes place, and must hold a civil pilot's licence. No pay or other remuneration or allowance may be accepted from civil sources and leave of absence must be obtained should any absence from air force duty be involved.

2. Except as provided in para. **904** in the case of recognised civil air services and in para. **801** as regards the use of privately-owned aircraft on duty journeys, a civil aircraft will not be used by an officer or airman travelling on duty, and an officer or airman granted permission to travel by civil aircraft will not be regarded as on duty.

3. Save with express permission from the Air Ministry, a civil aircraft will not be piloted by an officer or airman who is permanently or tem-

Digitized by Google

porarily unfit for air force flying duties, nor will an officer or airman who is permanently or temporarily unfit for air duties in any form fly as a passenger in such an aircraft.

4. An officer or airman who uses a civil aircraft which he is not required to use in the performance of his air force duty is advised to cover all risks by insurance, as, except as provided in para. **801**, the Air Council will not accept any responsibility for any accident, damage or injury to the officer or airman himself, to air force personnel or other parties, or to property, occasioned during or by such a flight.

5. No personnel of the regular air force, R.A.F. Reserve, R.A.F. Volunteer Reserve or the Auxiliary Air Force is permitted to fly from service aerodromes as pilot or passenger in any aircraft of a type for which a certificate of airworthiness has not been granted or is temporarily withheld, unless the aircraft is being flown for the purpose of carrying out tests specially authorised by the Air Ministry.

801. Use of Privately-owned Aircraft on Duty Journeys.—1. Subject to clause 3 of para. **800**, officers of the general duties and medical branches and airman pilots who own private aircraft may be granted permission by their C.Os. to fly their private aircraft on approved duty journeys instead of using other means of transport. Such permission will not be given unless the following conditions are fulfilled:—

(*a*) The pilot must be insured against third party risks*, including damage to property. He must also ensure that his insurance policy covers the use of the aircraft on official business and that the policy is not held to be invalidated by the carriage of official passengers in respect of whom an additional allowance is admissible; the policy must be suitably endorsed to this effect, or an appropriate assurance in writing obtained from the insurers. No public liability will be accepted for any expenses, insurable or otherwise, arising directly or indirectly from the use of private aircraft on duty journeys.

(*b*) The aircraft must be inspected and passed as in all respects airworthy by a competent person within 24 hours of the flight.†

2. Permission under clause 1 will be given by the C.O. before each particular flight is undertaken, in the following form:—

---

* 1. The minimum cover for third party risks should be £2,500 in respect of any one accident, and £5,000 for the period of insurance.

2. The following exclusions usually contained in third party insurance policies may be allowed:—

(*a*) Any person in the employment of the insured.

(*b*) Any member of the insured's household.

(*c*) Bodily injury to any person whilst on board or whilst entering or leaving the aircraft, whether as a fare-paying passenger or otherwise, provided no passengers other than service personnel travelling on duty are carried on duty journeys.

(*d*) Spectators on an aerodrome or flying ground at public aviation meetings, unless attendance at such meetings in a private aircraft is on duty, when this risk must be specially covered.

† Inspection by an airman of the trade of fitter (grade I) and not below the rank of sergeant will be regarded as satisfying this condition. Unless and until such airmen are available the engine will be inspected by a fitter (aero-engine) and the airframe by a metal rigger or a carpenter rigger according to the construction of the airframe; in each case the airman will be not below the rank of sergeant.

Digitized by Google

"I hereby give..... permission to fly his private aircraft on a duty journey on ..... from ..... to ..... I certify that this is an approved duty journey and the nature of the duty is as follows:—

.....

.....

.....

I have satisfied myself that the pilot's private aircraft is insured and has been properly maintained and inspected as required by King's Regulations and Air Council Instructions, para. 801, clause 1."

The completed document will be retained by the C.O.

3. Permission to pilot private aircraft on duty journeys will be confined to officers of the general duties and medical branches and to airman pilots. Subject to clause 3 of para. **800**, however, permission may be granted by C.Os. in suitable cases for officers and airmen of any branch to be carried as duty passengers. In such cases the certificate in clause 2 will be expanded as follows:—

"I further give permission for the following service passengers to be carried on the flight..... the nature of their duty being as follows:—

.....

....."

4. Repayment of travelling expenses will be made as follows:—

(*a*) For journeys which might conveniently have been performed by public means of conveyance—

(i) within the British Islands—the expenses which would have been allowable under para. **3070** if the journey had been made by private motor vehicle;

(ii) within a command abroad—the expenses for conveyance by the cheapest means in the class of travelling accommodation to which the pilot and service passengers, if any, are entitled. The travelling allowance payable for the air journey will be based on the actual time occupied, provided that the amount does not exceed that which would have been allowable if the journey had been made by normal means of conveyance.

(*b*) For other journeys—the expenses which would have been allowable under para. **3071** if the journey had been made by a private motor vehicle of over 10 h.p. except that travelling allowance will not be issuable for a time greater than that actually and necessarily occupied.

4A. When the aircraft is owned by an officer or airman pilot other than the pilot permitted (in the form shown below) to use it, repayment of travelling expenses as laid down in clause 4 will be issuable, as appropriate, to the borrower provided that the aircraft is insured by the owner and properly maintained and inspected as required under clause 1, and that the insurance is effective when the aircraft is being used by the

Digitized by Google

borrower. When difficulty arises as regards the insurance requirement, it will be considered as having been met if the borrower produces—

(*a*) a certificate from the insurance company concerned that the policy covers the liability, and

(*b*) a duplicate receipt for the current premium.

Permission to pilot a borrowed private aircraft will be given by the C.O., before each particular flight is undertaken, in the following form:—

"I hereby give.....
permission to fly the private aircraft of.....
on a duty journey on.....from.....
to..... I certify that this is an approved duty journey and the nature of the duty is as follows:—

.....

.....

.....

I have satisfied myself that this private aircraft is insured and has been properly maintained and inspected as required by King's Regulations and Air Council Instructions, para. 801, clause 1."

5. The use of private aeroplanes for duty journeys will not entitle the owner to the free issue of petrol, oil or other stores, or to the maintenance of the aircraft at public expense. No charge, however, will be made for the inspection referred to in clause 1, provided this involves no extra expense to public funds. Loss of or damage to the aircraft will remain the responsibility of the owner, and no claim on that account against the Air Ministry will be admitted. Owners should, therefore, give serious consideration to the question of insuring the aircraft against loss or damage.

6. Subject to the overriding conditions laid down elsewhere in these regulations, disability or death arising from a duty flight by private aircraft will be regarded as directly attributable to conditions of service for purposes of disability retired pay and pension, widows' and dependants' awards, sick leave and medical treatment, provided that—

(*a*) all the conditions laid down in clauses 1, 2 and 3 are fulfilled;

(*b*) the accident was not due to the faulty maintenance of the aircraft;

(*c*) the journey was one for which locomotion expenses are admissible (*see* clause 4).

7. The provisions of this para. will apply to flights within Great Britain or Northern Ireland or within an overseas command. They will not necessarily apply to flights from the British Islands to an overseas command or *vice versa* or to inter-command flights abroad. Special conditions will be laid down for such flights according to the special circumstances, and they would normally be undertaken at the officer's or airman's own risk.

8. For the purposes of this para. a flight will not be regarded as a duty flight if an officer or airman is proceeding between his home and his normal place of duty.

Digitized by Google

802. Official Trials of Civil Aircraft.—When a constructor wishes to subject an aircraft to official trials without reference to the question of airworthiness, such trials, with the consent of the Air Council, will be undertaken under the following conditions, unless a special contract to the contrary has been made by the Air Ministry:—

(*a*) That the tests are carried out at the place appointed by the Director of Technical Development, and under the instructions and supervision of the C.O. of the station and by a pilot, or pilots, nominated by the C.O. of the station or by the Air Ministry (Director of Technical Development).

(*b*) That the Air Ministry (Director of Technical Development and Deputy Director of Aeronautical Inspection) is satisfied that the aircraft is reasonably safe to fly before an official test pilot is required to carry out the test.

(*c*) That the aircraft is to be flown to the station by the applicant's pilot and collected by the applicant immediately on receiving notice to do so from the Air Ministry (Director of Technical Development). If the aircraft has to be dismantled for any purpose or collected or transported by rail, the dismantling, collection, and transportation will be done by the applicant at his own risk and expense and without undue delay.

(*d*) That the aircraft shall be entirely at the risk of the applicant, not only during test, but throughout the whole time it remains at any air force station, and also during transit to or from any such station, and that the applicant shall have no claim against any government department or any officer or airman for any damage, however done to the aircraft.

(*e*) That a fee of £20 is paid by the applicant (cheque or draft made payable to "the Accounting Officer, Air Ministry," and crossed "Bank of England"). This fee will cover the use of such government labour and accommodation for the storage of the aircraft as may be available unless the applicant fails to comply with the next condition (*f*), but all petrol, oil, spares and accessories must be provided by the applicant or paid for by him if provided from government stocks, and no expense in connection with the test will be borne by the public. In addition to the fee of £20 the applicant will be required to indemnify the Air Council against any gratuity, pension or other periodical payment (excluding the service element of retired pay or pension in the case of a permanent officer or a regular airman) which may become payable by the Air Council in respect of any air force personnel or civilian personnel employed by the Air Ministry, who may be killed or injured or otherwise disabled through the carrying out of such tests. The indemnity will also include the pay of such personnel while disabled from duty on account of such injury and the surgical and medical expenses involved. The indemnity must be covered by insurance to the satisfaction of the Air Council before any test is carried out.

(*f*) If for any reason the Air Ministry (Director of Technical Development) gives notice to the applicant to remove the aircraft,

Digitized by Google

the removal must take place with all possible speed, and no claim for damages or expenses will lie against the Air Council or any other government department in respect thereof.

(*g*) That the Air Ministry (Director of Technical Development) shall receive notification at least three clear days in advance of the date on which it is proposed to despatch the aircraft to the place appointed for the trials, and no aircraft shall be despatched until the concurrence of the Air Ministry (Director of Technical Development) has been received.

(*h*) That the report of the trials is not to be published without the consent of the Air Ministry (Director of Technical Development).

803. Flight Trials and Tests at Contractors' Aerodromes of Aircraft Built to the Order of the Air Ministry.—1. An aircraft built to the order of the Air Ministry may not be flown at a contractor's works until a certificate that the aircraft is fit for flight has been issued by the A.I.D. inspector at the works.

2. The certificate will be in the following form:—

"I am directed to inform you that aircraft.....
has this day been inspected, including the engine(s), engine installation and instruments, and is now approved for the purpose of carrying out trial flights as specified in contract No.....
You are hereby authorised to fly the aircraft from.....
aerodrome with.....as pilot on.....(date).....
This certificate is valid for the day of issue only and is subject to any alteration or adjustment being submitted for my approval before flight.

Signed.....
Inspector."

3. An officer or airman instructed to carry out such a flight will always obtain from the inspector a copy of this certificate before undertaking the flight.

803A. Fuel and Oil for Delivery Flights.—1. When delivery is taken of an aircraft from a contractor's works or from a maintenance unit, or when an aircraft is flown from a R.A.F. station to a maintenance unit for storage, only those quantities of fuel and oil which in the judgment of the pilot are required for the flight to the destination will be taken into the aircraft.

2. In arriving at the quantities of fuel and oil required, the pilot will take into consideration the various factors influencing the consumption of fuel and oil, apart from the engine consumption and cruising speed of the aeroplane. The figures for the two latter factors will be furnished to the pilot by the A.I.D. inspector at the contractor's works or by the maintenance unit or R.A.F. station handing over the aeroplane. To ensure that sufficient oil is in circulation, the quantity carried must be in excess of that required for consumption during the flight by an amount equal to at least two hours' consumption at the mean rated consumption of the engine.

Digitized by Google

804. Further Training of Qualified Pilots.—1. When a qualified pilot is posted to a squadron equipped with a type of aeroplane which he has not previously flown, or a type on which he cannot be considered to be in flying practice, his flying instruction on that type will be carried out at the squadron and arrangements made accordingly.

2. If the type of aeroplane is one in which dual instruction can be given, the C.O. will ensure that such instruction is given to the pilot before he flies solo.

3. If the type of aeroplane is one in which dual instruction cannot be given, the C.O. will satisfy himself that the pilot is capable of flying corresponding types before he permits the pilot to fly the new type. In addition, the pilot, before he flies the aeroplane, will be given ground instruction by a responsible officer conversant with the type in the following points:—

(*a*) Characteristics in flight.
(*b*) System of engine control.
(*c*) System of petrol control.

805. Qualifications for First Pilot.—1. Subject to clauses 6 and 7 a service pilot, on first posting to a unit equipped with a type of landplane designed to be operated by two pilots will fly as second pilot until—

(*a*) he has completed a *minimum* of forty hours' day and ten hours' night flying solo or as second pilot;

(*b*) his C.O. is satisfied that—

(i) he can fly and navigate the type of landplane with which his unit is equipped reliably and accurately by day and by night up to a minimum distance of 150 miles from his unit's aerodrome;

(ii) he can land consistently well by day and by night;

(*c*) he has executed successfully two landings at night under conditions designed to simulate forced landings.

2. Until such time as he has qualified for first pilot, a second pilot of a landplane will be permitted to fly solo. Save, however, as provided in clause 5, or when authorised by the A.O.C.-in-C. to fly a large bomber or reconnaissance aircraft with one member of the crew to assist in the manipulation of the controls and to act as "safety look-out", he will not fly with a crew or passengers except under the supervision of a competent first pilot.

3. Subject to clauses 6 and 7 a service pilot, on first posting to a unit equipped with a type of seaplane designed to be operated by two pilots, will fly as second pilot until—

(*a*) he has completed a *minimum* of forty hours' day and five hours' night flying solo or as second pilot;

(*b*) his C.O. is satisfied that—

(i) he can fly and navigate the type of seaplane with which the squadron is equipped reliably and accurately by day and by night up to a minimum distance of 150 miles from his unit's station;

Digitized by Google

(ii) he can alight on the water consistently well by day and by night;

(iii) he can handle the seaplane successfully on the water under average conditions of wind and sea;

(*c*) he has executed successfully two alightings on the water at night under conditions designed to simulate forced alightings.

4. Subject to clauses 6 and 7 a service pilot, on first posting to a squadron equipped with a type of amphibian designed to be operated by two pilots, will fly as second pilot until—

(*a*) he has completed a *minimum* of forty hours' day and ten hours' night flying solo or as second pilot;

(*b*) his C.O. is satisfied that—

(i) he can fly and navigate the type of amphibian with which his unit is equipped reliably and accurately up to a minimum distance of 150 miles from his unit's station;

(ii) he can land and alight on the water consistently well by day and by night;

(*c*) he has executed successfully two landings and two alightings on the water at night under conditions designed to simulate forced landings and forced alightings respectively.

5. When, under clauses 1, 3 and 4, a service pilot is considered by his C.O. to be qualified to carry a crew by day but not yet qualified to carry a crew by night, he will be certified in his log book by the C.O. as "First Pilot Day in ..... (*type of aircraft*)". He will then be permitted to carry a crew by day only, until such time as he becomes a fully qualified first pilot, when he will be certified in his log book by his C.O. as "First Pilot in..... (*type of aircraft*)" and will be permitted to carry a crew and passengers by day and by night.

6. The following authorities may, should they so desire, increase the minimum flying time prescribed in clauses 1 (*a*), 3 (*a*) and 4 (*a*), or add to the tests laid down in clauses 1 (*b*) and (*c*), 3 (*b*) and (*c*), and 4 (*b*) and (*c*):—

(i) An A.O.C.-in-C. in the United Kingdom (who may delegate authority to his subordinate commanders).

(ii) Subordinate commanders to whom delegation has been made by an A.O.C.-in-C.

(iii) An A.O.C abroad.

7. The authorities named in clause 6 may also delegate to their subordinates, including unit commanders, power to apply a minimum lower than that prescribed in clause 1 (*a*), 3 (*a*) or 4 (*a*), or than that which they themselves may prescribe in accordance with clause 6. The application of this lower minimum by a unit commander is only to take place when he himself is satisfied that it is justified by reason of the pilot to whom it is applied having had sufficient experience as a service pilot or as a first pilot of other types of aircraft. Further, the reduction from the minimum standard will be in proportion to the experience of the pilot concerned.

Digitized by Google

8. This regulation does not apply to test pilots at experimental establishments, who may, at the discretion of the C.O., fly any type of aircraft as first pilot.

806. Captain of aircraft.—1. In multi-seater aircraft one member of the crew will be appointed to act as captain of the aircraft. He may be of any aircrew category but, in the absence of instructions to the contrary from the C.O. or other officer responsible for authorising the flight, the first pilot will be the captain of the aircraft.

2. In operational and other units where crews are normally stabilised the captain will be appointed by the C.O. of the unit. If he decides to appoint a member of the crew, other than a pilot, to be captain of the aircraft, he must first personally satisfy himself that the officer or airman concerned is fully competent to perform that duty. In training and other units where crews are normally made up for each flight, the captain will be appointed by the officer responsible for authorising the flight.

3. The captain of the aircraft will have authority, irrespective of rank, over all the occupants of the aircraft. Subject to clause 4, he will be entirely responsible for the safety of the aircraft, both in the air, and on the ground or water, for the duration of the task or flight, until it is handed over to the appropriate authority on reaching his destination or on returning to his base.

4. The pilot, if he is not also the captain of the aircraft, will be responsible to the captain for the actual flying and handling of the aircraft in the same way as other members of the crew are responsible to the captain for satisfactorily carrying out their specific duties.

5. The captain of the aircraft will be responsible for using his utmost endeavours to carry into effect the orders of his superior officer, and for ensuring that:—

(*a*) his crew is properly constituted;

(*b*) all members of the crew are properly instructed in their respective duties, that they are competent to perform them, and are properly equipped for their tasks;

(*c*) all requisite steps have been taken to prepare his aircraft for the task allotted;

(*d*) after flight, steps are taken for the safety, servicing and maintenance of his aircraft in accordance with regulations and procedure in force;

(*e*) the procedure laid down in para. **731** is complied with.

6. Where crews are stabilised, that is to say not made up on a temporary or casual basis, the captain of the aircraft, if he is the senior member of the crew, will also be responsible, subject to any condition which his C.O. may see fit to lay down, for the members of his crew as follows:—

(*a*) their general discipline and welfare at all times;

(*b*) that they maintain themselves in a state of physical fitness;

(*c*) that they keep themselves efficient in the duties and subjects pertaining to their respective air crew categories;

(*d*) that they maintain their equipment in good order.

Where the captain is not also the senior member of the crew he should similarly interest himself in the efficiency and welfare of the members of his crew in collaboration with his flight commander or C.O.

Digitized by Google

807. Authority of Instructor.—In any aircraft in which dual control instruction is being given, the instructor shall have authority, irrespective of rank, over the pupil or second pilot to whom instruction is being given, in all matters concerning the flying or handling of the aircraft. Where a captain of the aircraft is required to be detailed, the instructor shall be so detailed.

808. Forced Landing Practice.—1. In order to provide adequate arrangements for forced landing practice in landplanes at flying training units, the C.O. of a flying training school or station where flying instruction is given will select ground which he considers suitable for this work and make the necessary arrangements with the occupier. If such arrangements cannot be made without involving expenditure of public funds, agreements for the hire of the land for a period of one year or less may be arranged subject to the conditions laid down in para. 107 of A.P. 855. When, however, any considerable expenditure on the preparation or reinstatement of the land is necessary, consideration should be given to the desirability of securing a longer tenure than one year, arrangements being made, if necessary, to include the landlord as well as the tenant as a party to the agreement and Air Ministry authority sought as necessary. The number of forced landing practice grounds for a flying training school or station where flying instruction is given should not normally exceed two without Air Ministry approval.

2. Where arrangements have been made with local farmers to utilise their fields for forced landing practice, the C.O. must notify the farmers concerned of the intention to use the fields in sufficient time to enable them to remove their stock before the practice commences.

809. Escorts for Civil Aircraft by Service Aircraft.—1. The occasions on which service and civil aircraft will fly in company may be divided into two main groups:—

(*a*) When service aircraft escort civil aircraft in order to protect the civil aircraft from hostile action.

(*b*) When, for ceremonial purposes, an escort of service aircraft is provided to civil aircraft carrying Royal or other distinguished personages.

2. When an escort of service aircraft is provided to protect civil aircraft from enemy action, the arrangements made will provide for the acceptance by the owners or operators of the civil aircraft of an obligation to conform in all respects to the orders given by the officer commanding the escort.

3. When an escort of service aircraft is provided for ceremonial purposes only, the civil aircraft will not be in the command of the officer commanding the escort, but both the civil aircraft and the escort will conform, so far as circumstances permit, to a pre-arranged plan. The plan will allow for such contingencies as thick clouds being encountered, when the safety of the civil aircraft will be the first concern of the pilot of the civil aircraft and of the escort. This implies that if the captain of the civil aircraft decides to enter thick clouds, the officer commanding the escort will break away before entering the clouds so as to avoid all possible danger of collision with the civil aircraft.

Digitized by Google

4. Civil aircraft carrying distinguished personages will not be escorted by service aircraft unless reliable intercommunication by wireless telegraphy or radio telephony can be provided.

SECTION XII.—REGULATIONS GOVERNING QUALIFICATION AS PILOT.

811. Award of Flying Badge.—1. Flying training for the award of the flying badge will be carried out by officers and airmen on landplanes.

2. The following categories of personnel will be authorised by the air or other officer commanding to wear the flying badge on satisfactory completion of (*a*) the flying tests set out in clause 5 and (*b*) the examination test set out in the syllabuses of training for the flying training squadrons at the flying training schools:—

A permanent commissioned officer } direct entry.
A short service commissioned officer }
A seconded Army officer.
An airman pilot.

3. Cadets of the R.A.F. College will be authorised to wear the flying badge by the air or other officer commanding on satisfactory completion of (*a*) the flying tests set out in clause 5 and (*b*) the examinations based on the training syllabus of the R.A.F. College.

4. When a pupil pilot qualifies in accordance with clause 5 but fails to obtain the requisite marks in the examinations, or on re-examination, the question of the award of the flying badge will be referred to the Air Ministry. The Air Council will then decide whether the pupil shall be awarded the flying badge at once, or whether he shall be placed under further instruction before the flying badge is awarded.

5. To qualify for the award of the flying badge, the pupil must—

(*a*) have completed a total of not less than 80 hours' solo and dual flying on elementary and service type landplanes of which not less than 20 hours must be solo on service type aircraft;

(*b*) be able to fly a service type aircraft reliably and accurately by day in clear air and solely by the aid of instruments, and land consistently well at low speeds;

(*c*) be able to execute correctly those normal and aerobatic manœuvres appropriate to the service type of aircraft on which trained;

(*d*) be able to recover from abnormal positions solely by the aid of instruments;

(*e*) have carried out on a service type aircraft an efficient climb to 15,000 feet and remained there for 30 minutes;

(*f*) have carried out accurately on service type aircraft—

(i) a cross-country flight to and from another aerodrome, not less than 100 miles distant, at which a landing was made;

(ii) a triangular cross-country flight of not less than 200 miles, with an intermediate landing at another aerodrome;

Digitized by Google

(*g*) have flown successfully at night.*

Where check of the tests involves the presence of an instructor, the pupil pilot will be deemed to have failed if assistance is given by the instructor.

812. Special Awards of Flying Badge.—1. A medical officer permitted to qualify in accordance with para. **1483**, clause 2, or an officer of the general duties branch to whom permission to qualify may be accorded by the Air Ministry in special circumstances will be authorised to wear the flying badge on a certificate being rendered on Form 292 that he has passed the following tests:—

(*a*) Has completed within a period of not more than eighteen months 60 hours' dual and solo flying on an elementary or service type landplane of which not less than 30 hours was solo flying.

(*b*) Is able to fly a landplane reliably and accurately, execute correctly the evolutions of normal flight and land consistently well at low speeds.

(*c*) Is able to execute forced landings successfully.

(*d*) Has carried out accurately at least one triangular cross-country flight of not less than 150 miles.

(*e*) Has flown successfully in rough weather and through clouds.

(*f*) Has climbed to 10,000 feet and remained there for 20 minutes.

Where check of the tests involves the presence of an instructor the pupil will be deemed to have failed if assistance is given by the instructor.

2. Officers of branches other than the general duties and medical branches will not be permitted to receive flying instruction on service aircraft.

813. Qualification as Service Pilot.†—Officers, cadets and airmen undergoing the course of training at a flying training school or the R.A.F. College must qualify as service pilots on the conclusion of their training. To qualify they must obtain not less than 50 per cent. in the practical ground and air examinations in airmanship and maintenance, navigation, armament and reconnaissance, appropriate to the type of aircraft on which trained as laid down in the syllabuses for the flying training schools and the R.A.F. College, and pass the following air tests:—

(*a*) Be able to fly consistently good compass courses in clear air or in cloud.

(*b*) Be able to fly at a steady height, course and speed accurately for periods of 5 minutes as for bombing.

(*c*) Be able to climb with war load at or near maximum rate up to 15,000 feet or service ceiling if less.

(*d*) Be able to fly accurately in any position of a flight of three aircraft during take-offs and landings, climbs, dives and turns as appropriate to the type of aircraft.

(*e*) Be able to take off and land consistently well by night.

* This test is applicable only when unit facilities permit.

† This qualification is applicable as and when units undertake new scheme advanced training.

Digitized by Google

SECTION XIII.—REGULATIONS GOVERNING THE AWARD TO PILOTS OF THE QUALIFICATION "FLYING INSTRUCTOR."

815. Classification of Flying Instructors.—1. Pilots will be categorised as flying instructors only after passing through a course of instruction at the Central Flying School.

2. Pilots who have graduated at the Central Flying School will be classified as follows:—

Category.	*Significance.*
A.1	Exceptionally good instructor who has demonstrated by practical work his suitability for the highest category.
A.2	A very good instructor.
B	A capable instructor.
C	Has the makings of an instructor with practice.

3. Flying instructors may be reclassified from one category to another.

816. Employment of Flying Instructors.—Pilots will not undertake *ab initio* flying instruction and will not be appointed to posts classified in unit establishments as "flying instructor posts" unless qualified as flying instructors.

SECTION XIV.—REGULATIONS GOVERNING THE AWARD OF THE OBSERVER'S BADGE.

817. Award of Observer's Badge.—Airmen who have been mustered as air observers, who are recommended by their C.Os. and who fulfil the requirements notified in A.M.Os. from time to time* will be authorised by A.Os.C. to wear the observer's badge.

SECTION XV.—REGULATIONS GOVERNING THE AWARD OF THE AIR GUNNER'S BADGE.

818. Award of Air Gunner's Badge.—Officers and airmen who have qualified as air gunners and who fulfil the requirements notified in A.M.Os. from time to time will be authorised by A.Os.C. to wear the air gunner's badge.

* e.g. in A.M.O. A.347/37.

Digitized by Google

CHAPTER XIII.

GENERAL DUTIES AND MISCELLANEOUS PROVISIONS.

SECTION I.—DAILY DUTIES.

820. Daily Duties at Stations.—1.—At every station, duty officers will be detailed under the orders of the C.O. of the station as follows:—

(*a*) Orderly officer (*see* para. **822**).
(*b*) Duty pilot (at flying stations only) (*see* para. **823**).
(*c*) Station, or squadron, duty officer (*see* para. **821**).

2. At every station where there is more than one medical officer a duty medical officer will be detailed in orders daily and will be nominated by the senior medical officer of the station. His orders will be prepared by the senior medical officer and will be approved by the C.O. of the station. When there is only one medical officer at the station, *see* para. **1499.**

3. The C.O. of the station will draw up standing orders for each of the duty officers referred to in clause 1. He will arrange the details of the tours of duties and will ensure that the officer relieving takes over correctly from the officer he relieves. He will call for such reports from the duty officers on the conclusion of their tours of duty as he may consider necessary.

4. The duty of orderly officer will be performed by officers below the rank of flight lieutenant; at stations where the strength of junior officers is insufficient to permit of a reasonable rotation of such duties, the air or other officer commanding may approve the employment of warrant officers to perform orderly officers' duties, either as a permanent measure, or temporarily, at his discretion.

5. Only officers of the general duties branch and airman pilots will be detailed as duty pilot. Officers of the equipment and accountant branches will not be detailed as orderly officer or station duty officer except at maintenance units and such other similar units as may be approved by the air or other officer commanding.

6. The C.O. of the station will be responsible that all young officers of the branches concerned are fully capable of carrying out the duties of orderly officer and duty pilot. With this object in view they will be attached to the officers carrying out these duties for such number of tours of duty as the C.O. considers necessary. An officer will not be put on the orderly officer, or duty pilot, roster until he is fully capable of performing the duties of these positions.

7. The C.O. of the station will cause duty rosters to be kept of the officers available for duty, and will ensure that officers are not detailed for duty out of their turn, unless such a course is in the interest of the service.

8. An officer who has been detailed for duty will not exchange his duty with another officer without the consent of the C.O. or of the adjutant acting on his behalf.

Digitized by Google

821. The Station, or Squadron, Duty Officer.—The station, or squadron, duty officer will be a C.O. of a unit or a subordinate commander but will never be an officer below the rank of flight lieutenant. His tour of duty will cover only periods outside the normal working hours of the station. He will receive all reports, which would normally be referred to the C.O., in the absence of the latter, and, if the matter is urgent, will take the necessary action, reporting such action to the C.O. at the earliest opportunity.

822. The Orderly Officer.—The orderly officer will be responsible for the following duties in addition to any others which may be imposed upon him by the C.O. of the station:—

(*a*) Supervision of the guard, unless another officer is detailed as commander of it.

(*b*) Such duties in connection with parades as the C.O. may direct.

(*c*) The inspection of rations on their arrival at the ration store and attendance when issues are made to messes and individuals (*see* para. **2666**).

(*d*) A tour of the airmen's dining rooms during the breakfast and dinner meals with a view to receiving, investigating and reporting any complaints (*see also* para. **1735**).

(*e*) The maintenance of order and discipline in the institute.

(*f*) Attendance at the payment of airmen.

(*g*) Ensuring that "lights out" is observed.

(*h*) Attendance at fires at the station.

(*j*) The safety of sheds and buildings at night (*see* paras. **829** and **1869**).

(*k*) The inspection of detention rooms and the visiting of occupants as required by para. **1215.**

(*l*) The inspection of all secret and confidential books and documents issued to, and retained in, the W/T office (*see* para. **2240,** clause 1A).

(*m*) To be present at the institute grocery store to check the issue of messing articles, unless a warrant officer is detailed for this duty (*see* para. **1774**).

(*n*) To visit all institute premises.

(*o*) The receipt, etc., of the registered mail (*see* paras. **2218** to **2229**).

823. The Duty Pilot.—1. The tour of duty of the duty pilot will extend to 24 hours. During his tour he will be stationed at the aerodrome, and, unless the C.O. permits him to leave, or be relieved from, these stations for meals and sleeping, will be either in his office, on the tarmac, on the slipway or at the look-out posts.

2. The duty pilot will be responsible to the C.O. for carrying out the duties defined in clause 5 and is not to delegate his responsibility to others. An officer or airman senior to the duty pilot is not without grave reason to interfere with the latter in the execution of his duties or to disregard any orders which the latter may give in regard to his duties. Should an officer or airman feel it incumbent on him so to do, he and the duty pilot are each to take the earliest opportunity to report the matter to the C.O.

Digitized by Google

3. The watch will consist of the duty pilot and normally one airman as look-out (*see* para. **824**), who will each be provided with a telescope or a pair of binoculars for use during their tour of duty.

4. The C.O. of the station will arrange for the duty pilot to be supplied with—

(*a*) all meteorological reports;

(*b*) all messages affecting the movements of aircraft to and from the station;

(*c*) all W/T messages in accordance with clause 5 (*k*);

(*d*) information concerning any home aircraft which may be absent owing to a forced landing, cross-country flight, or other reason, and which has not returned before his tour of duty commences. This information will consist of the number and type of the aircraft, names of the pilot and passengers (if any), locality if known, and a statement of any action which may have been taken;

(*e*) copies of all messages in respect of forced landings.

5. The duties of the duty pilot will be confined exclusively to matters connected with flying and questions appertaining thereto, and will include the following:—

(*a*) He will see that every apparatus for showing the direction of the wind is in good working order and that it is indicating the direction of the wind correctly (*see* para. **751**).

(*b*) He will be responsible, under the orders of the C.O., for seeing that all flares, obstruction lights and/or other means of illuminating aerodromes, airship or seaplane stations at night, are lit when necessary and that they remain working satisfactorily while they are required.

(*c*) He will be responsible for the general supervision of aerodrome discipline, and will report any infringement of the rules of the air or of the aerodrome to the C.O.

(*d*) He will be responsible for the compilation of the watch log book and for ensuring that the instructions contained in para. **787** are adhered to.

(*e*) *Deleted.*

(*f*) He will be responsible for superintending the arrival and departure of all visiting aircraft and for initiating any action that may be required by their occupants. (*See* para. **725**, clause 1, as to authorisation of flights, para. **824A**, clause 3, as to the duties of the duty flight and paras. **2040** and **2041** as regards civilian aircraft.)

(*g*) He will receive visitors arriving by air.

(*h*) He will be responsible for the despatch of all departure and arrival messages affecting movements of aircraft to and from his station and for seeing that all such messages are duly acknowledged.

(*j*) He will keep all the latest weather reports posted up in his office, and, where necessary, will obtain special weather reports for aircraft proceeding to other stations. At stations where there is no meteorological staff, he will normally be responsible for making the weather observations and reports required by the Meteorological Office, in accordance with para. **728**, clause 5.

(*k*) When aircraft are proceeding on long flights during which they will be using W/T, the duty pilot will be informed and notified

Digitized by Google

of any special orders given to the pilot of the aircraft as regards signals to be sent or reports to be made during the flight. He will be supplied with copies of all such signals received from the aircraft and in the event of the signals ceasing altogether, or distress signals being received, he will immediately inform the C.O. and/or take such other action as may be necessary.

(*l*) He will be responsible for initiating action and reporting overdue aircraft to the proper authority as laid down in para. **733.**

(*m*) He will see that the regulations contained in Chapter XXVI relating to civil aircraft are complied with.

(*n*) He will keep a careful look-out for accidents and will at once report to the medical officer (or local civilian medical practitioner) and other responsible officers any accidents that may occur. (*See also* para. **1483,** clause 1.)

(*p*) He will be responsible for the ambulance and the fire tender or motor boat and their crews throughout his tour and for ensuring that they are available in accordance with para. **714,** during such times as flying is in progress and aircraft are due to arrive at or leave the station; he will be responsible also for their immediate despatch to the scene of an accident.

(*q*) He will inspect the ambulance and fire tender at the commencement of his tour, and will satisfy himself that the authorised equipment of the fire tender is complete and in order. He will see that the drivers carry out the instructions given to them with a view to ensuring that their engines will start up without delay. He will similarly be responsible for the emergency motor boat.

(*r*) He will be responsible for seeing that all aircraft are properly housed after flying for the day or night has finished. In the event of any aircraft being left in the open on the aerodrome or on the water, he will, after receiving the report of the pilot in accordance with para. **731,** inspect the aircraft at intervals and ensure that all fastenings and/or moorings are in order, and that, where applicable, the rules as to lights are complied with.

(*s*) He will be responsible for initiating any action that may be necessary on receipt of messages in respect of forced landings.

824. The Look-Out.—The look-out referred to in para. **823** will be detailed daily. He will be employed solely under the orders of the duty pilot on duties in connection with the observation of flying.

824A. The Duty Flight.—1. A duty flight will be detailed at every flying station.

2. The tour of duty for the flight will be one week, the date and time of commencement of the tour being laid down in station orders.

3. The duties of the flight will be:—

(*a*) To attend on visiting aircraft on arrival and departure, and to provide or arrange for such assistance by way of accommodation, petrol, oil, inspection, etc., as may be required for both aircraft and crew.

(*b*) To provide personnel, amounting to not less than one N.C.O. and two aircraftmen, to meet the requirements of visiting pilots outside normal working hours. The duty flight commander will provide the duty pilot with the names of the personnel detailed,

Digitized by Google

who, in the absence of the duty flight commander or his representative, will act under the orders of the duty pilot.

(*c*) To provide stand-by aircraft and crews, as required by command or other orders.

(*d*) To provide the nucleus of a salvage party or guard in case of an accident or forced landing.

4. The duty flight will carry out its normal training, so far as is not inconsistent with the duties mentioned above.

825. Members of Court Martial, &c.—On any day on which a court martial or court of inquiry is not sitting, its members will be considered available for other duties; they will not, however, quit the station without the sanction of the convening officer until the court has completed the trial of all offenders who may be brought before it.

826. Guards, Sentries and Police.—1. The C.O. of a station will be responsible that guards and sentries are reduced to the lowest possible numbers; where possible, he will arrange for guard and sentry duties to be performed by service police, or airmen acting as such (*see* para. **1098**).

2. All N.C.Os. and aircraftmen, except medical personnel and fire instructors, will be placed on the roster for night guards. The employment of clerks on guard duties will lie within the discretion of C.Os. of units. Day guards will, as far as possible, be dispensed with, but when required, they will be drawn only from aircrafthands, other than those undergoing courses of instruction, or the duty will be undertaken by the service police, if available. The exclusion of certain airmen under this clause from guard duties will not be held to preclude their employment on such duties in extreme necessity. A guard or picket will only count as a tour of duty when it has marched off the ground where it was ordered to parade.

3. Guards and pickets will mount at the hours that the C.O. may deem best suited to the climate and season.

4. The standing orders of the guard will be read and explained to the airmen as soon as the guard has mounted.

5. The commander of the guard, if he is an officer, or otherwise the orderly officer, will visit his sentries at least twice by day and once by night at uncertain times. Every relief before going out will be inspected by the commander of the guard.

6. The commander will never quit his guard except to visit his sentries, and he will then inform the next in command of the probable time he will be absent. He will not allow any airman to quit the guard without leave, which will be granted only for special purposes.

7. The guard will turn out at the times fixed for "Reveille," the parade at which the ensign is hoisted (*see* para. **156**), "Retreat" and "Last Post." The commander, if he is an officer, or otherwise the orderly officer, will then inspect it.

8. When a fire breaks out, or an alarm is raised, the guard will immediately turn out under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided, unless otherwise ordered.

9. An officer or airman will not take off any article of his clothing or accoutrements while on guard, except that the wearing of the greatcoat in the guard room will be optional.

Digitized by Google

10. N.C.Os. and aircraftmen are not permitted to loiter, lounge outside the guard room, or converse with anyone not on duty. No one is allowed inside the guard room except on duty.

11. A commander will render a guard report (Form 160), which will be signed by the commander, and countersigned by the orderly officer unless the commander of the guard is an officer. This report will be rendered not later than one hour before the C.O.'s orderly room parade.

12. Arrangements should be made for hot coffee to be provided free of charge at some period of the night for each man of the guard.

13. All R.A.F. equipment and works fixtures in charge of a guard will be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness, and will, in his report, call attention to any article lost or damaged.

14. The commander of the quarter guard will be responsible that the duty trumpeter sounds routine calls at the stated times, according to orders.

15. Guards and escorts (except escorts for airmen in custody), and parties detached in aid of the civil power, will have the requisite ammunition (if necessary) served out to them in the presence of an officer before going on duty. This supply is to be collected in the presence of an officer, after the duty has been performed, and returned into the magazine.

16. (*a*) The keys of the guard detention room or buildings or store-rooms, and all stores, furniture and fixtures in charge of a guard will be handed over from one commander to the next. The keys will be in charge of the service police when no guard is mounted. (*See also* para. **829.**)

(*b*) The commander of the relieving guard will be responsible for the cleanliness of the guard room and its vicinity and for the correctness of all stores, furniture and fixtures on charge. He will note in his report the condition of each article when taken over.

17. (*a*) Every guard will be dismissed on its parade ground, where it will be inspected, its arms examined and ammunition (if any) collected.

(*b*) In the case of an officer's guard, the men will be dismissed by the commander after he has reported to any officer of superior rank present on the parade. If the commander of the guard is a N.C.O., a report will be made to the adjutant or orderly officer who will inspect and examine the arms of the guard and supervise the collection of ammunition previous to dismissal.

18. (*a*) Sentries on fixed posts will be relieved every two hours; but at night, in cold or inclement weather, they may, at the discretion of the C.O., be relieved every hour.

(*b*) The tour of duty of a sentry, who is not a fixed one, will not exceed four hours. The period of duty may be reduced, if considered necessary, at the discretion of the C.O.

(*c*) Sentries on certain posts will mount with or without arms, at the discretion of the C.O.; the C.O. will also issue orders with regard to the mounting of sentries, with fixed bayonets, on posts liable to be rushed.

(*d*) The bearing of sentries at their posts is laid down in A.P. 818A, Part II.

19. Clerks will be exempt from working party duties.

20. The provisions of this para. will be applied where possible to guards mounted on crashed aircraft, and station standing orders will include orders for guards of this nature.

21. *See also* para. **154.**

Digitized by Google

827. Prevention of Theft.—The C.O. of a station will make such local orders as he may consider necessary to prevent the improper removal of government stores of any kind from the station. If it is necessary to search an airman, an officer will be present.

828. Reveille and Last Post.—1. At home stations the hours for "Reveille" and "Last Post" will be—"Reveille" varying from 0500 hours in summer to 0630 hours in winter; "Last Post" at 2200 hours unless otherwise specially ordered. At stations abroad these hours may be varied by the air or other officer commanding to suit local conditions.

2. "Reveille" for apprentices and boy entrants will not be sounded before 0630 hours.

3. Between "Last Post" and "Reveille" no calls will be sounded, except "Lights Out" (which will be sounded one quarter of an hour after "Last Post") and the "Alarm," "Fire Alarm" or other signal for officers and airmen to turn out.

829. Custody of External Keys of Store Buildings, Offices, Hangars and Sheds.—1. A glass-fronted lockable key case will be provided at all stations and fixed in a suitable position in the guard room. The key case will be divided into two parts, one for keys of buildings in use, and the other for keys of buildings not in use. A daily record of the movements of keys will be maintained in the guard room in a manuscript register showing—

(*a*) the time each key is handed in and by whom;

(*b*) the time each key is issued and the signature of the drawer.

The keys of buildings not in use will be issued only on personal or written application by the equipment officer.

2. During duty hours the key of the case will remain in the guard room. During non-duty hours it will be held by the guard commander. In an emergency during non-duty hours, the glass front may if necessary be broken by the service police.

3. At "cease work" each day keys of all buildings will be taken to the guard room and hung in the key case, a record of these facts being entered in the key register. Immediately after "cease work" the orderly officer will satisfy himself that all keys have been returned and are in the key case, and that the necessary entry has been made in the register. He will then note the register accordingly. The orderly officer will also inspect the key case and register at the turning out of the guard and note the register.

4. In the morning immediately prior to the time at which sheds, etc., are to be opened, the guard commander will unlock the key case, and leave the key of the case in the guard room.

5. When in certain circumstances, e.g. night flying, urgent work necessitating the employment of personnel after normal working hours, etc., it is not practicable to comply fully with the instructions laid down in clause 3, keys of buildings will be handed in to the guard room immediately personnel are evacuated and the doors locked. The guard commander will lock such keys in the case at the earliest practicable moment and ensure that the key register is in order and endorse the register with the time of locking the case.

Digitized by Google

5A. Where provided, master and sub-master keys will be kept in a separate glass-fronted case in the guard room and will be checked and the key register noted in accordance with clause 3. They will be used in an emergency only and the fact reported to the orderly officer as quickly as possible.

5B. All duplicate and, when provided, triplicate, keys of buildings (including those of the master and sub-master keys) will be retained in a separate glass-fronted case in the guard room.

6. Where it is impracticable to comply strictly with the regulations contained in this para., as for example in Auxiliary Air Force squadrons and in hospitals, etc., at home and abroad, suitable arrangements for the location of key cases and the custody of keys are to be made by the C.O., subject to the approval of the air or other officer commanding.

7. Separate arrangements, approved by the Air Ministry, will govern the custody of keys at maintenance units and the Packing Depôt.

Section II.—Divine Service and Religious Ministrations.

833. Observance of Religion.—1. The reverent observance of religion will be regarded as of the highest importance, and the vital necessity of proper provision being made for the spiritual needs of officers and airmen will be impressed upon all concerned.

2. An air or other officer commanding is responsible that stations under their command or administration are provided for, either by chaplains or by officiating chaplains, and that, as far as possible, officers and airmen are given facilities to enjoy the ministrations of their respective churches.

3. An air or other officer commanding will arrange for the attendance of chaplains upon the sick and others requiring spiritual assistance in stations without chaplains, as well as in hospitals and prisons where provision is not made for the ministrations of clergymen.

834. Observance of Sunday, &c.—1. Sunday, Good Friday, and Christmas Day will, as far as possible, be observed as days of rest, and on those days officers and airmen will not be employed on any duties other than those which the exigencies of the service demand.

2. The parading of officers and airmen on Sunday mornings prior to divine service is intended primarily as a means of assembling them for that purpose; the parade will not be used for lengthy inspections.

835. Religious Denominations.—1. Every officer and airman on entry into the service will be required to declare with complete freedom his religious denomination, which may be one of those mentioned in clause 2, or such other denomination as he shall state. Permission may be given subsequently to an airman to change his religious denomination by an officer not below the rank of group captain after consultation with the chaplains, or officiating chaplains, of the denominations involved (*see* **para. 2132**, clause 3, as to amendment of certificate of service and identity discs).

2. The following denominations are recognised by the R.A.F. and, as far as possible, chaplains or officiating chaplains will be provided to minister in their name:—

Church of England.
Presbyterian.

Digitized by Google

Roman Catholic.
Methodist.
United Board (comprising Congregationalists and Baptists).
Jewish.

3. At every station the C.O. will see that nominal rolls by denominations are kept of officers and airmen belonging to the various religious denominations; that such rolls are kept constantly up to date; that they are available for inspection at any time by the chaplains concerned; and that officiating chaplains are furnished, on application, with weekly certificates showing the number of officers and airmen of their denominations borne on the strength of the station on Sunday.

836. Religious Services.—1. The C.O. of a station will be responsible that divine services are held every Sunday unless otherwise directed by superior authority, or unless the duties of the station make it impossible to do so. He will also provide facilities for the frequent celebration of the Holy Communion and for officers and airmen to attend these services.

2. The C.O., and officers and airmen not on duty, will attend the Sunday services of their denomination. An officer or airman will not be obliged to attend the service of any other religious body than his own.

3. Apprentices and boy entrants will attend divine service at least once on Sundays, so far as it is practicable to make the necessary arrangements for the several denominations concerned.

4. Airmen will be marched to and from their places of worship, and the officer or airman in charge will remain with them throughout the service.

5. The C.O. of a station will afford facilities for the attendance, at public worship, of the families of officers and airmen at his station. *See* paras. **1954** and **1955** as to transport.

6. Whenever seditious or inflammatory language is made use of during the service in any place of worship not under air force control, the senior officer present will use his discretion in withdrawing the air forces with as little interruption as possible, and marching them back to their quarters. He should report the circumstances through his C.O. to the air or other officer commanding.

837. Communion Wine and Washing Expenses.—A chaplain, other than an officiating chaplain, is entitled to reimbursement of actual and necessary expenses for the provision of communion wine. The washing of altar linen and surplices will normally be performed under the station washing contract, but where this is impracticable expenses incurred personally by a chaplain may be included with those for communion wine and will be claimed quarterly on a schedule showing in detail the amounts actually expended, and will be certified as follows:—

> "I certify that the expenditure shown on this schedule was actually and necessarily incurred by me for the purpose of divine service."

The schedule, supported by receipted bills for the items shown, will be passed to the accountant officer paying the chaplain's allowances, who will pay the claim if it is reasonable and properly vouched.

Digitized by Google

338. Officiating Chaplains.—1. At stations at which a chaplain of a denomination is not allowed by establishment the C.O. may apply to the air or other officer commanding for the appointment of an officiating chaplain. The application should give full reasons for the appointment including the area to be covered and the estimated number of personnel to be ministered to. The selection will be made, with the approval of the air or other officer commanding, for the Church of England by the Chaplain-in-Chief, and for the other churches by their respective staff chaplains. In selecting the officiating chaplain for the Church of England the nearest suitable priest should be appointed irrespective of his parish.

1A. An officiating chaplain may also be employed in the following circumstances provided there is no chaplain or officiating chaplain of the same denomination available and the air or other officer commanding considers a substitute to be necessary:—

(*a*) When a service chaplain is absent on sick leave.

(*b*) At stations abroad during not more than one half of the period for which leave with full pay is admissible and has been granted.

(*c*) When a chaplain has embarked for overseas, and his successor, if appointed from an overseas station, has not disembarked for the period between his posting and the disembarkation of his successor. A substitute will not be provided at public expense in respect of any period of accumulated leave taken after disembarkation.

1B. When additional assistance is necessary for the observance of divine service at a R.A.F. station, or for religious ministrations to air force personnel, an honorary officiating chaplain may be appointed to assist the chaplain or officiating chaplain. The procedure for the appointment of honorary officiating chaplains will be the same as for officiating chaplains except that no payment from air force funds will be allowed in respect of their services.

2. The air or other officer commanding will be notified by the Chaplain-in-Chief or the staff chaplain concerned of the name and address and suitable date of appointment of the officiating chaplain and will send him a formal letter of appointment, copies of which will be forwarded to the Air Ministry and to the Chaplain-in-Chief or staff chaplain concerned, for information.

3. When an officiating chaplain is required to minister to naval or military, in addition to air force, personnel, the responsibility for his appointment will rest with the service to which the larger number of personnel belongs. The basis of the contribution to be made by each service towards the remuneration of the officiating chaplain will be determined in each case before the local arrangements are put into force, all such arrangements being reported to the Air Ministry for covering approval. Where an officiating chaplain paid from R.A.F. funds is also ministering to personnel of the Navy or Army, recovery of such part of the cost as is proportionate to the number of personnel of the other service included in the ministration of the officiating chaplain should be effected. Arrangements for the recovery should be made with the local naval or military authorities, and a statement of the arrangement made furnished to the Air Ministry for covering approval.

4. Every officiating chaplain and honorary officiating chaplain will be provided with a chaplain's badge to facilitate his recognition. The

Digitized by Google

badge, which is the property of the Air Ministry, will be held on inventory charge at the station to which the officiating chaplain is appointed and will be returned when he relinquishes his duties. A retiring officiating chaplain may, however, be permitted to retain his badge under the normal repayment procedure, recovery of the amount being effected through the station accountant officer.

5. The duties of an officiating chaplain will include religious instruction as laid down in para. **842**, the holding of services and funerals, the visiting of the sick and prisoners, and, as far as possible, the general moral and spiritual oversight of officers and airmen. By frequent visits to the station, an officiating chaplain will endeavour to get into touch with officers and airmen, and interest himself in their well-being. The reading of daily morning prayers is not a necessary part of his duties, nor can any extra remuneration be claimed for it.

6. Conveyance in service transport may be allowed as provided in para. **1955**. *See also* para. **3014B**.

839. Payment of Officiating Chaplains.—1. The pay of officiating chaplains not in receipt of a fixed salary from air force funds will be determined by the total number of officers and airmen of the denomination to which the chaplain belongs, and of any other denomination or denominations under his care by mutual agreement, who are on the strength (including, for this purpose, attached but excluding detached personnel) of each unit at the station, on the Sunday beginning the week in respect of which payment is made. When a station is temporarily closed down for summer or Christmas leave, etc., the basis of payment remains unaltered. If, however, the actual closing down of a station is commenced and personnel is taken off the strength and drafted to other stations, payment will be based on the remainder only who continue to be borne on the strength.

2. The scale of remuneration, which will cover the proper and efficient discharge of all the duties set out in para. **838**, as well as seating accommodation at the church where it is within easy access, will be as follows:—

Rate.	Number of personnel		Amount per week.
	Exceeds	But does not exceed	£ s. d.
A	9	25	6 0
B	25	50	11 0
C	50	100	1 0 0
D	100	200	1 12 6
E	200	300	2 0 0
F	300	500	2 10 0
G	500	—	3 0 0

No payment will be made in respect of numbers below ten.

3. Subject to para. **838**, clause 3, Form 3129 will be prepared monthly in respect of services performed for each week the Sunday of which falls

Digitized by Google

within the month in question. No reduction in the weekly amount will be required if the officiating chaplain's appointment is terminated before the end of the week.

4. An officiating chaplain ministering to more than one station will be paid on the basis of the total number to whom he ministers (payment normally being made at the station at which he ministers to the largest number) provided that he carries out at each station the duties required of him, including Sunday services either at one of the stations or at a local church or chapel.

5. An extra payment of 7*s*. 6*d*. will be made in respect of each Sunday, Good Friday or Christmas Day on which a parade service is held on the station at the request of the C.O. R.A.F. personnel will, when practicable however, attend ordinary places of worship when they are within reasonable distance and afford proper accommodation.

6. At the discretion of the air or other officer commanding, an officiating chaplain of a station who is obliged by lack of accommodation at the ordinary services, or for other sufficient reasons, to hold in a church or chapel separate services for personnel, may be allowed an additional sum of 10*s*. for each separate service, provided that the attendance is not less than twenty-five.

7. In exceptional circumstances it may prove necessary to employ a clergyman for Sunday duty only, e.g. in the absence of a chaplain (or of an officiating chaplain) on sick leave. In this event the air or other officer commanding may sanction such employment with pay at £1 10*s*. a service, but not exceeding £3 a Sunday, provided there are at least twenty-five officers and airmen of the clergyman's denomination at the station.

8. When an officiating chaplain is employed under the conditions of para. **838**, clause 1A, payment will be at a rate not exceeding 15*s*. a day for whole-time duties or, for Sunday duties only, up to £1 10s. a service but not exceeding £3 a Sunday.

840. Jewish Representative.—The chaplain approved by the Air Council to have charge of the interests of officers and airmen of Jewish faith is shown in the *Air Force List*.

841. Daily Prayers.—1. Every weekday prayers will be read according to the scheme set out in the book of "Daily Prayers, Royal Air Force." Parades will not be ordered solely for this purpose, but the prayers should be read at any time during the forenoon when airmen are paraded preparatory to being dismissed to their various duties. All officers and airmen on parade (with the exception of Roman Catholics and Jews) will be present.

2. The prayers will be read by a chaplain, and if chaplains of different denominations are borne they will officiate in turn. Where no chaplain is borne the prayers may be read by an officiating chaplain if he is desirous of doing so (but *see* para. **838**). In the absence of a chaplain, or officiating chaplain, the C.O. or the senior officer present will read prayers.

3. An air or other officer commanding may sanction the omission of daily prayers at any station under his command where their reading is found to be impracticable.

Digitized by Google

842. Religious Instruction.—1. Where officers or airmen residing in married quarters so wish, the chaplain or officiating chaplain is to be prepared to give religious instruction to their children.

2. Chaplains and officiating chaplains will give regularly each week religious instruction to the apprentices and boy entrants of their denomination at such times outside the normal working hours as may be found convenient.

SECTION III.—DUTIES OF THE R.A.F. IN AID OF THE CIVIL POWER.

847. "Civil Authorities"—Definition.—The expression "civil authorities" used in the succeeding paras. shall mean:—

(*a*) In the Metropolitan Police District, the commissioner or assistant commissioner of police.

(*b*) In English counties, a county magistrate. The magistrate's requisition will in ordinary circumstances be forwarded by the chief constable; but in an emergency the requisition may be accepted if made by the magistrate direct or by the chief constable.

(*c*) In English cities and boroughs, the mayor, or in emergency any magistrate having jurisdiction in the city or borough.

(*d*) In Scotland, the sheriff having jurisdiction in the place where the services of air forces are required.

848. Air Force Aid—When Permissible.—1. When the civil power needs the aid of troops, the civil authorities will call upon the R.A.F. only in urgent cases where military troops in sufficient numbers are not available.

2. The civil authorities will secure the services of military troops to take the place of the air forces with the utmost expedition, and when they are available, the commander of the air forces will arrange with the civil authorities and the military commander for the withdrawal, as soon as possible, of the air forces and, in the interval, will co-operate with the military commander in accordance, as far as possible, with the latter's wishes.

3. The dispatch of a detachment of the R.A.F. for the express purpose of assisting the civil power will, therefore, be resorted to only in emergency and at the previous request of the civil authorities.

849. Manner in which Aid is to be given.—1. The assistance to be rendered by the air forces will be of that kind which could be rendered by soldiers, except in so far as the use of aircraft for purposes of reconnaissance may be desirable. Aggressive action by means of aircraft or aircraft armament is not contemplated.

2. If the disturbance in respect of which the aid of the R.A.F. is required involves the use or attempted use of aircraft in opposition to the civil authorities, aircraft and aircraft armament may, at the previous request or with the previous consent of the civil authorities, be employed to the minimum extent necessary to terminate and prevent the unlawful use of aircraft.

Digitized by Google

3. The commander of the detachment of the R.A.F. should act in aid of and in subordination to the civil authorities. He should not use any manner of force unless requested to do so by the magistrate who accompanies the detachment, and even if requested, he should not order his men to fire unless the use of firearms is plainly necessary. In any and every case the commander must exercise his own judgment and accept responsibility as to whether force is really necessary and the mode and degree of force to be used. Generally, he must carefully and continually bear in mind that it is his duty to use no more force than is necessary and to discontinue its use immediately it becomes safe to do so.

4. In the event of a disturbance amounting to a riot, the magistrate present with the troops or air forces will, if circumstances permit, read the proclamation under the Riot Act and call on everyone present to assist in suppressing the riot. Whether the proclamation has been read or not, he will, as soon as he comes to the conclusion that the police cannot cope with the riot and that military action is necessary, call upon the commander of the troops or air forces to take action. No order to charge or to fire should be given until the magistrate has called upon the commander to take action. On this request being made, it rests with the commander to decide what military action he should take. An order to fire, if given, will be given personally by the commander.

5. Full and distinct warning must be given to the rioters of the intention to fire and that the fire will be effectual. The commander shall, if time permits, consult with the magistrate present as to the best means of giving such warning.

6. Every possible effort will be made to avoid injuring or endangering innocent persons.

7. The foregoing directions to act under the orders and by the authority of and after consulting the magistrate are always to apply except in special and sudden emergency, where, in order to secure the safety of the force employed, it becomes indispensably necessary to take immediate action, which cannot be deferred until the order or approval of the magistrate has been obtained or consultation with him has taken place.

8. The use of blank cartridges or firing over the heads of the rioters is forbidden.

SECTION IV.—MISCELLANEOUS REGULATIONS.

853. Admission to Stations at Home and Abroad.—1. Subject to the following clauses and to para. **853A,** the C.O. of a station will exercise his discretion as to the admission of civilians into the quarters of his station.

2. In no circumstances will persons of foreign nationality be allowed to visit a station without the prior approval of the Air Ministry (or A.O.C., abroad) on each occasion. The C.O. will then detail an officer to accompany them during their visit.

3. Except as provided in clause 4, Air Ministry civilian officials whose duties entail their making frequent visits to stations will be provided by the Air Ministry with passes (A.M. Form 650) which will be valid only

Digitized by Google

for the definite period stated on the pass. Such passes are not transferable, and when no longer valid, must be returned by the holders to the Air Ministry for cancellation and for new passes to be issued if necessary.

4. A member of the aeronautical inspection staff will be supplied with a permanent pass (A.M. Form 620), signed by the Director of Aeronautical Inspection and bearing the photograph of the holder; this pass admits him on duty to any station or aerodrome.

5. (*a*) Except as provided in sub-clause (*b*), civilians representing firms or private concerns, other than the press (as to which *see* para. **1073**), will not be permitted to visit stations unless they are in possession of passes stating definitely the object of the visit and the period of validity of the passes. Photography of aircraft, buildings or material will not be allowed unless authorised by the Air Ministry (or A.O.C., abroad) on the pass or by letter. (*See also* clause 14.) C.Os. of stations will refer applications by such civilians for permission to visit their stations to the Air Ministry (or A.O.C., abroad). If the visit is approved a pass will be issued by the Air Ministry (or A.O.C., abroad) to the applicant and the C.O. will be advised of the issue. Passes will be scrutinised at the entrance to the station in order to ensure that they are valid, and holders will be reminded that, at the conclusion of the visit, they should either be given to the N.C.O. i/c the guard or returned to the Air Ministry (or A.O.C., abroad). (*See also* clause 12.)

(*b*) Members of the public are entitled to attend the proceedings of courts martial (to the extent of the available accommodation in court) except when the court is deliberating in private or sitting *in camera*, and may for this purpose be admitted to the station without passes.

6. Arrangements for officers to visit an experimental establishment must be made with the Air Ministry in writing beforehand, except in the case of the staff of the Air Ministry or the area or group responsible for the administration of the establishment.

7. An officer, or other person, visiting a station on duty will report to the headquarters of that station before proceeding with any inspection or other object of his visit.

8. Subject to clauses 11 and 12, the following may be admitted to stations without passes:—

(*a*) Officers and warrant officers of the R.A.F., R.N., Army, or R.M., when in uniform.

(*b*) N.C.Os. and men of the R.A.F., R.N., Army, or R.M., when on duty.

9. The following may be admitted without passes to the residential portions, and to such other portions, of the station as the C.O. may permit:—

(*a*) Officers, warrant officers, N.C.Os. and men of the R.A.F., R.N., Army, or R.M.

(*b*) Caretakers.

(*c*) Wives, families, friends and servants of the residents.

10. Except as provided in clauses 2, 3, 4, 5, 8 and 9, the C.O. of a station will regulate admission to the station by means of passes (Form 250) as follows:—

Digitized by Google

(*a*) " Staff Passes " which will be issuable on the authority of the C.O. to such staff and employees of the Works Directorate as are not covered by clauses 3, 6, 8 and 9 (*see also* clause 11).

(*b*) " Works Passes " which will be issued to workmen employed by contractors holding Air Ministry contracts on production of a requisition signed by the works section officer. A deposit of 2*s.* 6*d.* may be demanded from the contractor for each pass when issued and will be returned when the pass is surrendered. The passes will be non-transferable and will be cancelled when their holders cease to be employed by the contractor, or on termination of the contract, when the works section officer will be responsible that the C.O. is notified of the date of termination.

(*c*) " Trading Passes " which will be issued to any trader whose application for a pass has been approved by the C.O. A sum of 2*s.* 6*d.* will be charged on first issue; no further charge will be made for renewal and when the pass is cancelled owing to the individual firm concerned no longer trading with the station, or for any other reason, the original deposit will be refunded. The following procedure will be observed:—

(i) Passes will be available until the last day of the year of issue.

(ii) Passes will be renewed on 1st January in each year.

(iii) Renewed passes will show the date on which the original pass was issued.

(iv) Receipts for the deposits of 2*s.* 6*d.* for each pass on first issue will be paid into the public cash account and vouched for by Form 1680, particulars of the holder and date of issue being given.

(v) Payments in respect of refunds of deposits on surrender of passes will be paid from the public cash account, the payments being supported by the surrendered pass.

11. No person who is not provided with an Air Ministry pass or a staff pass, will be allowed to enter magazines, W/T rooms, or storehouses. Where, however, officers or airmen in uniform are ordered to perform air force duty in any magazine, W/T room, or storehouse, they may enter these buildings without passes at the discretion of the C.O. Form 85 will be prominently exhibited outside all W/T stations and rooms.

12. Orders will be issued directing sentries in the first place to refer all holders of passes to the N.C.O. i/c the guard, by whom the passes will be carefully examined. Sentries will be ordered not to permit the holders of passes to have access to any of the works, or to any of the buildings mentioned in clause 11, until they have received the orders of the N.C.O. of the guard.

13. Information will not be given regarding the construction of works, or machinery in connection with them, except to British officers in uniform and to holders of Air Ministry or district or works passes when such information is necessary for the performance of their duty.

14. Except when necessary to the performance of their duty, holders of passes of any kind are not to be permitted to make any written note, drawing, photograph, or measurement of any work, whether completely constructed or not, or of any gun, machinery, apparatus or aircraft

Digitized by Google

unless authorised by the Air Ministry (or A.O.C. abroad) on the pass, or by letter, to do so (*see* clause 5).

15. In each works, or establishment, which, in the opinion of the air or other officer commanding, is of sufficient importance to require special safeguarding from observation, a register will be kept in which visitors holding Air Ministry or staff passes will be required to sign their names on entering. The custodian of the register is to note in it against the signature of the person admitted the following particulars:—

(*a*) Date of visit.
(*b*) Description of pass and date for which it is available.
(*c*) Description of the issuer of the pass and date of issue.

The register will be inspected periodically by the air or other officer commanding.

15A. A county court bailiff (who is furnished with a certificate of appointment for production on demand) may be admitted to a station for the purpose of serving a summons in accordance with Rule 18 of Order 8 of the County Court Rules, 1936 (Statutory Rules and Orders, 1936, No. 626), which is as follows:—

> "Where a defendant is in barracks or camp, serving His Majesty as a soldier, marine, or airman, it shall be sufficient service of an ordinary summons to deliver it at the barracks or camp, to the adjutant, or to any officer, warrant officer, or non-commissioned officer not below the rank of serjeant, of the Company, Troop or Unit to which the defendant belongs."

16. *See also* para. **2205.**

853A. Visits of Employees of Aircraft or Engine Contractors to Stations.—1. Visits of employees of aircraft or engine contractors to stations (other than maintenance units, the Packing Depôt, and experimental establishments) using the products of the contractor concerned will be governed by the following procedure:—

2. *Visits not expected to exceed 24 hours' duration*—

(*a*) (i) *At request of contractor.*—Contractors will make application for permission direct to the unit concerned. On receipt of an application the unit will communicate with the group or area as the case may be. If the visit is approved, the necessary arrangements will be made by the group or area direct with the contractor.

(ii) *At request of unit.*—The unit will communicate with the group or area as the case may be. If the visit is approved, the necessary arrangements will be made by the group or area direct with the contractor.

(*b*) *Deleted.*

3. *Visits exceeding 24 hours' duration*—

(*a*) *At request of contractor.*—The prior sanction of the Air Ministry must be obtained where a visit to a unit will exceed 24 hours' duration. When permission for such a visit is given by the Air Ministry the area and the contractor concerned will be so informed simultaneously.

(*b*) *At request of unit.*—The unit will communicate with the area, who will apply to the Air Ministry for approval. If the

Digitized by Google

visit is approved the necessary authority will be communicated to the contractor by the Air Ministry and the area will be notified accordingly.

4. *Extension of visits.*—

(*a*) If it is considered necessary by the contractor to extend a visit under clause 2 (*a*) (i) beyond a period of 24 hours, the employee will apply to the C.O. of the unit concerned for the necessary permission. When permission is thus sought the unit will communicate immediately by telephone with the area, who will obtain by signal a decision from the Air Ministry. Pending receipt of the decision the employee will be permitted to remain at the unit.

(*b*) A similar procedure will be adopted when an extension of a visit, not originally expected to exceed 24 hours' duration, is required by the C.O. of a unit.

5. Communications with contractors must include a statement to the effect that visits paid to units under the terms of this para. will be voluntary on the part of the contractor concerned and will not involve any claim for expenses upon the Air Ministry.

854. Civilian Employees—Returns.—Quarterly returns of civilian employees will be rendered by home units (including maintenance units) in accordance with instructions contained in A.M.Os.

855. Official Photographs—Disposal of, at Home and Abroad.—1. Regulations for the disposal of negatives and prints are contained in A.M.O. A.88/41.

2. Commands abroad are authorised to sell prints from existing R.A.F. negatives for reproduction and for private purposes, in accordance with the scale of charges, and subject to the detailed conditions, prescribed in A.M.O. A.62/35. This authorisation does not extend to commands at home.

3 and 4. *Deleted.*

5. The publication, by sale or gift, of photographs of permanent air stations showing details of buildings is forbidden, unless specially authorised by the Air Ministry.

6. The preparation, unofficially, of copies of official photographs for disposal to members of the public or (except as specially authorised) for sale to R.A.F. personnel is forbidden.

7. In order to safeguard Crown copyright in official photographs, great care must be taken that prints which may be in the possession of service personnel are not disposed of to any other persons or published or made use of without permission.

856. Photographs of H.M. Ships.—Photographs of H.M. ships will not be taken from the air otherwise than for official use and by air force or naval personnel using service material for the purpose. The publication of such photographs is forbidden.

857. Professional Shorthand Writers.—1. Professional shorthand writers will only be employed in exceptional circumstances, and then only with the prior approval of the Air Ministry (or in the case of courts

Digitized by Google

martial the Judge Advocate General). Before a shorthand writer is engaged the following scale of remuneration must be agreed upon with the civil firm employed:—

Attendance fee	£1 1s. per day.	
For transcribing notes ..	8*d.* a folio	less 10 per cent. for work in London District.
For carbon copies	2*d.* a folio	

Third-class travelling expenses necessarily incurred will also be allowed.

2. All claims should be forwarded to the Air Ministry for payment.

3. *See* para. **1255** as to the employment of airman shorthand writers.

858. Officers' Batmen.—1. At home, married officers above the rank of flight lieutenant and unmarried officers, except those in receipt of consolidated or other inclusive rates of pay and/or allowances, will, if occupying public quarters*, be provided with the services of either airmen or civilians as batmen in accordance with the following scale; in no circumstances will batmen be allowed to officers not occupying public quarters:—

Rank of Officer.	*No. of batmen.*
Air chief marshal and air marshal	3
Air vice-marshal, air commodore, group captain and chaplain after 18 years' service	2
Wing commander, squadron leader and chaplain under 18 years' service	1
Flight lieutenant, flying officer and pilot officer ..	1 to every 3 officers.

Batmen will not be provided in commands abroad unless specifically allowed by establishment.

2. The number of batmen borne on the strength at any time will be governed by the number of government quarters occupied by married officers above the rank of flight lieutenant and by unmarried officers in receipt of non-consolidated rates of pay, but in order to avoid frequent changes a civilian need not be discharged if there is adequate reason to suppose that a vacated quarter or quarters will be occupied within one month after the withdrawal of an officer or officers.

3. When airmen are employed as batmen they will be selected from the aircrafthands of group V allowed in establishment for general duties. In no circumstances will airmen of any other trade, airmen undergoing courses of instruction, or apprentices and boy entrants, be employed as officers' batmen.

4. Airmen employed as officers' batmen will not be excused reviews, inspections or other important parades: they will go through the annual course of musketry and will undergo such other training as the C.O. of the station may consider necessary.

5. Officers of the rank of squadron leader and above serving in home units that are allowed airman batmen, may take their airman batmen

* A married officer not qualified as such under para. **3237** will be regarded as occupying a public quarter if he retains a right to a single quarter in accordance with para. **1801**, clause 4 (*b*), whilst living out for private reasons and not in receipt of servant allowance.

Digitized by Google

with them when posted for duty to another home unit provided that—

(*a*) the unit to which the officer is proceeding is established with airman batmen;

(*b*) public quarters are available for the officer at the unit to which he is proceeding;

(*c*) if the batman is in occupation of married quarters, similar accommodation must be available at the unit to which he is proceeding;

(*d*) the airman is not required for drafting abroad.

6. Civilian batmen will not be taken from one unit to another when officers are posted.

7. An officer proceeding on temporary duty at a home station will not be permitted to take a batman with him except in the circumstances provided in para. **3026,** clause 2.

8. The conditions under which a batman may accompany an officer returning home on sick leave from abroad are contained in para. **3118.**

9. Instructions relating to servant allowance are contained in paras. **3302** to **3304.**

859. Payment of Batmen.—The payment to be made by officers to airmen employed as their batmen will be 1*s.* 6*d.* a week subject to the proviso that the total remuneration received by any batman from all the officers whom he is serving shall not exceed 10*s.* a month.

860. Gardeners.—1. At official residences, gardeners may, with the specific approval of the Air Council, be employed as follows:—

(*a*) For an unproductive garden, exceeding one acre but less than three acres in extent.	One civilian gardener at the local wages rate.
(*b*) For an unproductive garden, exceeding three acres in extent.	One civilian gardener as at (*a*), and one unskilled airman in addition.

2. An unproductive garden is all that portion of a garden which does not produce food, i.e. all except the kitchen garden; shrubberies are included, but not woods.

3. Productive land will not be included in assessing the acreage under clause 1. To all applications for the employment of a civilian gardener under this regulation, a certificate by the works officer as to the extent of the unproductive garden will be attached.

4. Where new gardens are enclosed, the acreage of the unproductive portion is not to attain the minimum for which a gardener is allowed without previous sanction from the Air Ministry.

861. Aliens—Employment, etc.—1. No alien, except as enlisted under Section 95 of the Air Force Act, may be employed or reside in, or visit, any R.A.F. quarters or establishments or Air Ministry lettings that are in the occupation of air force or civilian personnel paid from air force funds, without the previous approval of the Air Ministry or, in commands abroad, of the A.O.C.

2. The A.O.C., abroad, will satisfy himself that the alien is not a person of criminal character or likely to act in a manner prejudicial to the security or welfare of H.M. forces or establishments. Whenever approval is withheld, a report will be made to the Air Ministry.

Digitized by Google

862. Patents and Designs.—1. No officer or airman of the regular air force, or civilian or other person employed under the Air Ministry, is permitted to apply for or obtain a patent, except in the manner laid down in these regulations, which, with the necessary changes in wording, apply equally to the registration of a design. All inventions made by persons as aforesaid are to be deemed to belong to and to be held in trust for H.M. Government until such time as a decision respecting the invention shall have been given by the Air Council. Pending such decision, inventors are forbidden to disclose to unauthorised persons the subject-matter of their inventions.

2. Any inventor who desires to obtain patent protection is permitted, without prior authority, to file a provisional application for a British patent at the British Patent Office (*see* clause 6 as to employment of agents). As soon as his provisional application has been filed at the British Patent Office, the inventor is required to send a copy of the provisional specification to his C.O. or head of department or establishment, through the normal channel, together with three copies of the form of agreement prescribed in clause 4, which should be completed and signed.

3. On receipt of the form of agreement the C.O. or head of department or establishment will sign the certificate at the foot of the document, return one copy to the inventor, send one copy (together with a copy of the specification and a statement as to whether the invention has been made as a result of the inventor's duties or with the aid of facilities, supplied at public expense) to the Under-Secretary of State, Air Ministry and retain the remaining copy in local records.

4. The following is the form of agreement referred to in clause 2. It will be prepared locally.

AGREEMENT

Address .....

Date .....

*I (we) have applied (or am (are) about to apply) to the Patent Office in the United Kingdom of Great Britain, Northern Ireland and the Isle of Man for a patent for

†.....

I (we) will act in accordance with the King's Regulations and Air Council Instructions for the Royal Air Force and as directed by the Air Council and agree to be bound by the following conditions:—

(*a*) I (we) have not left a Complete Specification with the application nor will I (we) subsequently leave a Complete Specification or take any further steps in the matter after applying for provisional protection without the direction or permission of the Air Council.

(*b*) I (we) will supply to the Under-Secretary of State, Air Ministry, through my (our) commanding officer or head of department or establishment, for disposal as directed in clause 3 of paragraph 862, King's Regulations and Air Council Instructions, a copy of the

* The attention of applicants is specially directed to clause 6 of para. 862, King's Regulations and Air Council Instructions.

† Title of invention

Digitized by Google

provisional specification as soon as the application has been filed at the British Patent Office, and any further information and particulars regarding my (our) invention as may be required by the Air Council.

(*c*) I (we) will, if so ordered, assign to the Secretary of State for Air, the Admiralty, the Secretary of State for War or such other Department or person on behalf of His Majesty, as may be required, the benefit of the invention, and of any patent that may be granted, or will enter into such Agreement for its use by the Imperial Government and the Governments of India and any of His Majesty's Dominions, Colonies, Protectorates, Protected or Mandated Territories and their contractors and others authorised by them, as may be directed by the Air Council.

(*d*) I (we) will not assign or deal with the invention or patent, or grant any licences or rights for the use thereof, to anyone except with the previous authority of the Air Council or under the terms of any Agreement with the Secretary of State for Air.

(*e*) I (we) agree that the terms of payment (if any) for any assignment of the invention or patent directed by the Air Council or for its use in His Majesty's Service, will, subject to clause 10 of paragraph 862, King's Regulations and Air Council Instructions, be decided by the Air Council, and that regard will be paid to any facilities in originating, working out, and perfecting the invention which I (we) may have enjoyed by reason of my (our) official position, and to all other factors that may be relevant.

(*f*) I (we) will not apply for a patent in any other country than the United Kingdom of Great Britain and Northern Ireland and the Isle of Man, without the authority of the Air Council.

(*g*) I (we) will if so required by the Air Council do all things necessary for obtaining a patent whether in the United Kingdom of Great Britain and Northern Ireland and the Isle of Man or any other country at the expense of the Air Ministry and under such conditions as may be prescribed by the Air Council.

Inventor's Signature .....
Rank.....

Certificate to be signed by the Commanding Officer or Head of Department or Establishment

I certify that to the best of my belief the applicant is the true originator of the invention referred to. I have furnished the applicant with a copy of this agreement.

Signature .....
Rank .....
Date.....

Foreign and Colonial Patents

5. Application for permission to obtain patents or similar rights in any other country than the United Kingdom will be forwarded to the Under-Secretary of State, Air Ministry, for approval, accompanied by a general description of the invention. When, however, permission has already been given to lodge a complete specification and obtain a British patent, such description need not accompany the application.

Digitized by Google

Preparation and Filing of Specifications at the Patent Office

6. Inventors are forbidden without prior sanction in writing by the Air Council to employ an agent or any other person in connection with the preparation of their specifications and the filing of their patent applications at the Patent Office. Such sanction will not be withheld if the Air Council are satisfied that no disclosure of information which may be detrimental to the interests of the State would be involved by the employment of an agent or other person. In applying for the necessary sanction, inventors will furnish the title of their invention and state the name of the agent or other person proposed to be employed.

General

7. (*a*) Normally, three alternative courses may be adopted by the Air Council with an invention or patent, *viz.* :—

(i) Where the Air Council (or Admiralty or Army Council) desire to retain complete control of the invention or patent, they may order assignment to the Secretary of State for Air (or Admiralty or Secretary of State for War), in which case the inventor will not be allowed to dispose of the commercial uses, if any, of his invention or patent.

(ii) Where the Air Council are satisfied with an agreement giving to the Imperial Government and the Governments of India and any of His Majesty's Dominions, Colonies, Protectorates, etc., and their contractors and others authorised by them a right to use the invention or patent for the services of the Crown without legal obligation, they may leave the inventor free to dispose of his invention or patent for commercial purposes.

(iii) Where the Air Council do not consider that they have any interest in the invention or patent, they may leave it to be dealt with entirely by the inventor, and release him from the obligations into which he has entered.

(*b*) If an inventor wishes his invention or patent to be dealt with under sub-clause (*a*) (ii) or (iii), he will make a written application through the usual channels for that purpose. It must be understood, however, that the matter is entirely in the discretion of the Air Council, who cannot undertake to deal with any particular invention or patent according to any one of the above-mentioned methods but may adopt some different course in the matter.

(*c*) Permission to file a complete specification and obtain the grant of Letters Patent will be refused should it transpire that the applicant is not the true inventor.

(*d*) An inventor who does not wish to take out a patent for his invention may nevertheless be required by the Air Council to take, at public expense, all action necessary in order to obtain the grant of Letters Patent to secure protection of the invention for government purposes.

(*e*) All expenses in connection with the application for and grant of Letters Patent will be borne by the inventor, except in cases where the patent is assigned to the Secretary of State for Air, or the Admiralty or Secretary of State for War.

Digitized by Google

(*f*) It is to be understood that whilst these regulations apply generally throughout the service, it is not intended to disturb the existing procedure under which departmental patents, both secret and open, are taken out to cover inventions and discoveries made in the normal course of the work carried out in research, design, experimental and other departments and establishments controlled by the Air Council.

Commercial Exploitation

8. In the case of patents which have industrial application, either of the following courses may be adopted:—

(*a*) The Air Council themselves may deal with the commercial rights, in which case the patent may be assigned to the Secretary of State for Air. The inventor may be granted an appropriate share of the royalties or other moneys received.

(*b*) The inventor may be granted permission to deal with the commercial rights, subject, if required, to the Crown retaining the right to use the invention without legal obligation to the inventor. The inventor may be called upon to pay to the Air Ministry an appropriate share of the royalties or other moneys or benefits received as a result of commercial exploitation.

Where inventors receive a share of royalties, etc., from commercial exploitation either under (*a*) or (*b*), they are not thereby debarred from applying for an *ex gratia* reward in respect of the use of their inventions by the Crown.

Awards for Inventions

9. Applications for awards for use of inventions in H.M. service should be submitted through the C.O. or head of department or establishment for transmission to the Under-Secretary of State, Air Ministry. An applicant for remuneration will be required to give full detailed particulars of any out-of-pocket expenses on experiments, etc., incurred by him personally as well as of any consideration he may have received directly or indirectly in respect of the invention.

Appeals

10. A Central Committee on Awards has been constituted to which body appeals will be permitted in the following circumstances:—

(*a*) In cases under clause 8 (*a*), if the Air Council have offered to allow the inventor a share of the commercial proceeds, it will be permissible for the inventor to appeal against the assessment of his share, but no appeal will lie against a decision not to allow the inventor any share.

(*b*) In cases under clause 8 (*b*), it will be permissible for the inventor to appeal against the decision as to the extent to which the Air Ministry shall share in the proceeds from commercial exploitation.

(*c*) If the inventor considers that the amount of the award, if any, offered by the Air Council, in respect of the use of a patented invention in H.M. service, is inadequate.

Communication of Improvements to the Air Ministry

11. (*a*) All suggestions for new patterns of R.A.F. equipment, or alterations to items thereof, will be referred to the Air Ministry. An

Digitized by Google

air or other officer commanding will not authorise the trial of any invention without first obtaining sanction from the Air Ministry.

(*b*) Any patentable invention or improvement evolved by an officer or airman of the regular air force or a civilian or other person employed under the Air Ministry which is likely to be of use to the R.A.F. will be reported at once by the person originating it to his C.O. or head of department or establishment, in order that the Air Ministry may consider whether an official record should be made to protect the Air Ministry, or a patent taken out in order to protect both the Air Ministry and the inventor against possible subsequent claims by other parties. Whenever possible the question of patenting will be settled, or (if no patent is to be taken out) a record, duly signed, dated and witnessed, will be forwarded to the Air Ministry before any action is taken to communicate the invention or suggest the idea to any person not serving under the Air Ministry.

(*c*) Whenever it happens in the course of a trial of the invention of any person outside the service, or during discussion between officers and inventors, that improvements are suggested, a careful record will be kept of the suggestions made, which will be at once reported to the Air Ministry for consideration of the question of patenting or recording, and also in order that, in the case of an outside patent or a dispute as to the terms for use, all the circumstances may be known.

863. Laundries.—At a station where a laundry is established, an officer will be placed in charge of the laundry. Detailed instructions regarding administration and procedure are contained in A.P.830.

864. Time.—1. Time will be expressed according to the continental system, i.e. the 24 hour clock.

2. The detailed rules to be observed in R.A.F. and inter-service communications in various circumstances (use of Greenwich mean time, British summer time, etc.) are laid down in the R.A.F. Signal Manual, Part I (A.P. 1083).

865. Routine Orders.—1. An air or other officer commanding and a group commander will from time to time communicate orders and general information to formations and units under his command by means of "Routine Orders." The general information will include extracts from the *London Gazette* and the Air Ministry Posting Lists and such of the items mentioned in clause 3 as he considers should be published as affecting the personnel of the command or group as a whole. Such private notices as it is considered desirable to publish, e.g. relating to loss of personal property, finding of property, etc., will be inserted beneath the signature of the officer signing the orders, and a charge of threepence a line with a minimum of one shilling made against the individual or individuals on whose behalf such notices are published.

1A. In addition to the orders required by clause 1, an air or other officer commanding and a group commander will issue such daily routine orders as may be necessary for the information and guidance of the personnel of the headquarter staffs.

2. At every station there will be one issue of daily routine orders to cover all routine orders and general information which the C.O. of

Digitized by Google

every unit at that station may find it necessary to issue. The C.O. of the station will be responsible for compiling and issuing the orders and for inserting any general instructions which affect the station, and officers and airmen, as a whole.

3. Daily routine orders will include instructions on the following subjects:—

(*a*) Royal Proclamations.
(*b*) *Deleted.*
(*c*) Special orders of the day.
(*d*) Orderly and other duties.
(*e*) Guards.
(*f*) Parades and inspections.
(*g*) Announcements regarding forthcoming courses and examinations.
(*h*) Courts martial, courts of inquiry, audit boards, committees of adjustment.
(*j*) Bounds.
(*k*) References to and interpretations of Air Ministry and other orders.
(*l*) Orders for movements and the collection of drafts.
(*m*) Allocation of buildings and quarters.
(*n*) Ration strength of officers' mess, sergeants' mess and airmen's mess.

4. Social and other notices of a non-official character may be inserted in daily routine orders, but they should be included below the signature of the officer issuing the orders.

5. An officer responsible for the compilation of daily routine orders will be careful to exclude therefrom any matter which, under para. 867, should be included in the casualty forms only. This will not, however prevent the insertion of any order which, when it has been carried out will entail an entry in the casualty form.

6. Air Ministry orders and orders by other superior authorities should not be reproduced in the orders of lower formations as a matter of course. A reference to, or an interpretation of, them should normally be sufficient.

7. *Deleted.*

8. Station daily routine orders will be posted conspicuously throughout the station so that there may be proper facilities for officers and airmen to become acquainted with their contents.

9. All issues of routine and daily routine orders will be numbered consecutively, new serial numbers being commenced each year. In addition routine order or daily routine order No. 1 will bear, at the top of the order, the serial number of the last order issued in the preceding year. "Nil" issues will not be made nor need any issue be made on Sundays, Good Friday and Christmas Day.

10. The C.O. of a station, and the C.O. of a unit in a station at which two or more units are located, will, from time to time, embody in his station or unit standing orders, as appropriate, such of the orders published in daily routine orders as are permanent and require perpetuating.

11. The provisions of this para. will apply in India except in so far as reference is made to casualty forms. In interpreting clause 5, therefore,

Digitized by Google

the corresponding Indian equivalent to the casualty forms will be substituted.

866. Daily Routine Orders (Part II)—India.—1. In India, daily routine orders (part II) will take the place of the casualty forms used in other units: they will serve the same purpose as that provided in para. **867,** clause 1, and will be prepared by units as required by the Indian authorities. Four copies of each issue of a unit's daily routine orders (part II) will be sent to the Officer i/c Records, and one copy to the Air Ministry.

2. Daily routine orders (part II) India will be numbered in the same manner as casualty forms (*see* para. **867,** clause 8).

867. Casualty Forms.—1. In every unit, except in India, casualty forms (Form 747 for officers and members of the nursing service, Form 739 for airmen (including families), and Form 855 for civilian staff and employees) will be prepared for the purpose of—

(*a*) enabling the Officer i/c Records to keep up to date the records of service of airmen;

(*b*) enabling the accountant officer paying pay and/or allowances to adjust them as and when casualties occur.

The C.O. will be responsible that every occurrence is entered and that the entry is accurate and made in accordance with the regulations. For airmen serving in H.M. ships other than aircraft carriers the necessary information will be notified by the captain of the ship to enable casualty forms to be prepared by the R.A.F. headquarters or unit on the strength of which the airmen are borne for pay.

2. The following will be recorded on the officers' casualty form under suitable headings:—

(*a*) Postings.
(*b*) Attachments.
(*c*) Temporary duty.
} *See* para. **338.**

(*d*) Embarkations and disembarkations (*see* para. **333,** clauses 3 and 7).

(*e*) Leave (inclusive dates to be given):—
(i) Ordinary, excluding leave under 48 hours.
(ii) Any special leave, e.g. embarkation leave, accumulated leave, language leave.
(iii) Sick, including at home or in quarters.
(iv) Absence without.
(v) Without pay.

(*f*) Hospital admissions and discharges, stating name of hospital, and whether disability is due to service qualifying for remission of hospital charges (*see* para. **1544**).

(*g*) Appointments and promotions.

(*h*) Resignations, retirements, relinquishments and transfers to the reserve.

(*j*) Deaths.

(*k*) Marriages.

(*l*) Wife (death of).

(*m*) Allowances authorised.

Digitized by Google

(*n*) Change of name.

(*o*) Forfeiture of seniority (after announcement in the *London Gazette*).

3. The following will be recorded on the airmen's casualty form under suitable headings:—

(*a*) Movements, which will include all postings, attachments, detachments, and rejoinings from desertion.

(*b*) Promotions, reductions, reclassifications, remusterings, appointments and reversions.

(*c*) Absence (inclusive dates to be given)—

(i) with leave.

(ii) without leave (*see* para. **1161**).

(iii) on duty.

(*d*) Decorations and medals awarded (excluding the award of war medals).

(*e*) Punishments*, convictions by courts martial or by the civil power, detailing periods in custody awaiting disposal and the actual number of days' pay forfeited (*see* para. **1115**, clause 7).

(*f*) Hospitals, admissions to or discharges from (if for an offence under the Air Force Act or if hospital charges are involved, to be so stated).

(*g*) Re-engagements, extensions, and continuances in the service.

(*h*) Service forfeited and restored.

(*j*) Deaths.†

(*k*) G.C. badges — awards, restorations, forfeitures and deprivations.

(*l*) Difference of pay and non-substantive pay.

(*m*) Progressive pay—grant of.

(*n*) Marriages and divorces.

(*o*) Wife and children—births, deaths, &c.

(*p*) *Deleted.*

(*q*) Allowances authorised.

(*r*) Change of name.

(*s*) Results of courses of instruction and examinations (as provided in para. **895**).

(*t*) Discharges and transfers to the reserve.

(*u*) Illegal absence and desertion.‡

(*v*) Married quarters—occupation and relinquishment of.

(*w*) Close arrest for more than two days and release from such arrest (*see* para. **1115**, clause 6).

---

* Excepting the following minor punishments when no forfeiture of pay is involved:—

(i) Period of confinement to camp up to and including seven days (applicable to aircraftmen).

(ii) Extra guards and pickets (applicable to aircraftmen only).

(iii) Reprimands (applicable to N.C.Os. only).

(iv) *Deleted.*

(v) Admonitions.

Only the offences and punishments laid down in para. **2153**, clause 10, together with any that affect his pay, will be recorded in respect of an apprentice or a boy entrant.

† An airman is struck off strength with effect from the actual date of death.

‡ *See* para. **605**.

Digitized by Google

(*x*) Flying bounty for airman pilots (*see* para. 3461).
(*y*) Admission of families to, and discharge from, service or civil hospitals under Chapter XIX, Section IV.

4. Form 855 will contain all casualties affecting civilian staff and employees, including engagements, discharges, promotions, establishment of temporary staff, stoppages for sickness and leave. A copy of returns affecting civilians employed by home units (other than civil establishments, maintenance units, storage units, stations under the Works Directorate, etc.) against authorised establishments or temporarily authorised in certain trades against deficiencies of airmen will be forwarded by the unit to the Officer i/c Records, annotated as follows:—

	Annotation.
(*a*) Civilians employed against authorised establishment	(P.S.)
(*b*) Civilian instructors authorised against establishment	(P.S.Inst.)
(*c*) Temporary civilians authorised against deficiencies of airmen by the Officer i/c Records ..	(T.C.)
(*d*) Civilians employed under special authority, other than (*a*), (*b*) or (*c*)	(S.E.)

The authority for the employment of civilians classified under headings "T.C." and "S.E." will be quoted.

5. *All entries will show the effective date of the casualty and, where applicable, the authority will be quoted. (*See also* para. 338.)

6. Copies of the casualty forms for officers, members of the nursing service and airmen will be distributed as follows:—

(*a*) One copy to the accountant officer of the station, or, during hostilities, the base accountant officer.
(*b*) Four copies to the Officer i/c Records, for airmen.
(*c*) One copy to command headquarters.
(*d*) One copy to group or wing headquarters as appropriate.
(*e*) One copy to—
(i) the officers' mess—for officers, or
(ii) the sisters' mess (if at a hospital) or sisters' duty room (if in station sick quarters)—for members of the nursing service, or
(iii) the unit notice board—for airmen.

The copies will be despatched daily, excepting Sundays and any day on which there is no entry.

7. Except at maintenance units at home, and at the Packing Depôt, two copies of the casualty form for civilian staff and employees will be forwarded to the accountant officer. An accountant officer receiving a casualty form relating to a civilian in the payment of another accountant officer will at once forward the casualty form, or a relevant extract therefrom (in duplicate), to the accountant officer responsible for the issue of pay.

* An airman is struck off strength with effect from the actual date of death.

Digitized by Google

8. Each type of casualty form referred to in clause 1 will be numbered consecutively, new serial numbers being commenced on the first day of each calendar year. In addition, casualty form No. 1 will bear, at the top, the serial number of the last form issued in the preceding year.

9. The Officer i/c Records will verify all entries which affect an airman's service or which are created as a result of service, and, in the event of any erroneous entry being discovered, he will immediately notify the C.O. concerned, who will include an amending entry in the casualty form.

868. Importation of Arms into India.—The importation of arms, ammunition and military or air force stores into India, except under licence and under certain conditions, is forbidden. Any officer, warrant officer or flight sergeant proceeding to India who desires to import arms or ammunition into that country will apply through the usual channels, at home to the Air Ministry and abroad to the air or other officer commanding, for a copy of the rules issued by the office of the High Commissioner for India. (*See also* Form 546.)

869. Import and Export of Arms and Ammunition.—The regulations concerning the import into and export from Great Britain, Northern Ireland and the Irish Free State of arms (including bayonets, swords and lances) and ammunition by members of H.M. forces are contained in Appendix VII.

870. Compliance with Firearms Act, 1937.—The attention of officers and airmen is drawn to the Firearms Act, the provisions of which they should be careful to comply with. A brief description of the points with which officers and airmen should be acquainted in connection with the Act will be found in Appendix VII.

871. Salvage.—1. Salvage assistance to aircraft or vessels in distress will be rendered by units and personnel of the R.A.F. to the extent and subject to the conditions following. *See* para. **2045** as regards salvage of civil aircraft inside air force aerodromes.

2. The Air Navigation Act, 1920, has applied the law relating to wreck and salvage of life or property to aircraft on or over the sea or tidal waters as it applies to vessels, subject to the modifications and exemptions specified in the Orders in Council of 10th August, 1921, and 25th October, 1935, which give effect to the provisions of the Act regarding wreck and salvage.

3. The following rules have therefore been framed to indicate the extent to which assistance should be given by aircraft or marine craft of the R.A.F. to vessels or aircraft in distress upon or over the sea or tidal waters, and the conditions under which claims for salvage services may be made.

4. Assistance should be rendered to an aircraft, a ship, its apparel, cargo or wreck, endangered either at sea, in tidal waters, or on the shores thereof, on occasions where it is within the power of the unit or personnel to assist, by proximity, and having the means wherewith to do so.

5. Salvage services are services rendered by persons by whose assistance an aircraft, a ship, its apparel, cargo or wreck, or generally

Digitized by Google

speaking, the lives of any persons belonging to such aircraft or ship, has or have been saved when in danger, either at sea or in or over tidal waters or on the shores thereof. It is not necessary that the danger should be imminent; it is sufficient if at the time the assistance is rendered the aircraft or ship has encountered any danger or misfortune which might possibly expose it to injury or destruction if the services were not rendered.

6. An officer or airman may not make a claim for salvage without Air Ministry sanction, which will not be given unless arduous service or service accompanied with unusual personal hazard has been rendered. No claim will be made in respect of any loss, damage or risk caused to the salving aircraft or marine craft, or its equipment, or for the use of any stores or other articles the property of the Air Ministry, supplied in order to effect the salvage services, or for any other expense or loss sustained by the Air Ministry by reason of the services. No claim by air force officers or airmen will be sanctioned on account of property salved belonging to the Air Ministry or other government department.

872. The United Services Trustee.—The attention of officers and airmen who have the control, or are concerned in the control, of funds which are not public money, is drawn to the advantages which are obtained by utilising the services of the United Services Trustee. The object and powers of the corporation comprising the United Services Trustee, and the conditions under which it acts, are published from time to time in A.M.Os.*

873. Entertainments Duty.—1. Service entertainments are liable to entertainments duty unless the following conditions are strictly complied with:—

(*a*) The entertainment must be provided by the forces of the Crown, *with the express sanction* of the naval, military or air force authorities.

(*b*) The management must be entirely in service hands and not contracted out, i.e. all arrangements must be made directly by the naval, military or air force officers concerned.

(*c*) The net proceeds must be devoted entirely to service objects.

(*d*) The performers must not be paid.

(*e*) Admission must be limited to—

(i) members of the forces of the Crown in uniform;
(ii) the families and female friends of such members; and
(iii) civilians permanently employed at the station at which the entertainment is given and holding passes as such.

2. If exemption from duty is required, application will be made to the Secretary, Custom House, London, E.C.3, not less than eight days previous to the date fixed for the entertainment. A certificate will be provided to the effect that the entertainment is being given under the conditions laid down in clause 1. Authority exempting the entertainment from duty will then be issued.

* *See* A.M.O. A.616/44.

Digitized by Google

3. The conditions of clause 1 will not be regarded as fulfilled if the entertainment is open to service personnel only on some days and to the general public on other days, e.g. Saturdays and Sundays. In such circumstances entertainments duty will also be paid for the days on which the general public are not admitted.

874. Disposal of Waste Paper.—C.Os. of stations will arrange for the collection and disposal by local sale and otherwise of waste paper, other than secret or confidential, under arrangements notified from time to time in A.M.Os.

875. Destruction of Rats.—1. C.Os. of stations will take all possible precautions to prevent rats from establishing themselves at the stations under their command and will, in addition to the steps prescribed in clause 2, take action where rats are present with a view to their extermination.

2. Organised campaigns will be carried out yearly. The campaigns will be made under the supervision of an officer and all steps which are locally practicable will be taken to destroy the vermin. C.Os. will co-operate with the established civil authorities through the county rat officer.

876. Movement of Dogs, Cats, etc.—1. With a view to preventing the spread of rabies, an officer or airman will not bring into Great Britain a dog, cat or other canine or feline animal from any country abroad unless it is accompanied by a licence granted in advance by the Minister of Agriculture and Fisheries, 4, Whitehall Place, London, S.W.1.

2. Similarly a dog, cat or other canine or feline animal will not be moved out of any station or camp situated in any district scheduled under orders of the Ministry of Agriculture and Fisheries without a licence having been first obtained.

3. *See* paras. **737, 917, 918,** and **919** as to conveyance by air or sea.

877. His Majesty's Levees.—The regulations under which officers are permitted to attend levees are contained in the January and July editions of the *Air Force List*. (*See* Chapter VI, Sections II and III, as to order of dress and wearing of orders, decorations and medals.)

878. Presentation at a Foreign Court.—An officer who wishes to be presented at a foreign court will make an application to His Majesty's representative at that court. (*See* para. **202** as to wearing uniform.)

879. Appointments as Yeomen of the Guard.—1. Recommendations of warrant officers and N.C.Os. for appointment, after discharge, as yeomen of the guard should be addressed to the Air Ministry through the Officer i/c Records, on completion of 21 years' regular service or (where the airman is to be discharged on completion of 21 years) immediately before discharge. Airmen who are eligible under the regulations may also apply to the Officer i/c Records after discharge.

Digitized by Google

2. A candidate for appointment must be—

(*a*) a discharged warrant officer or N.C.O. not below the rank of sergeant;

(*b*) of "very good" character;

(*c*) under fifty years of age;

(*d*) not less than 5 feet 10 inches in height, measured without boots;

(*e*) in possession of at least one medal for active service;

(*f*) not less than 36 inches round the chest;

and have completed 21 years' service in the regular Army and/or in the R.A.F.

3. An application should be accompanied by—

(*a*) certificate of service (Form 280) and any former naval certificate of service;

(*b*) statement of service (Form 200);

(*c*) certified copies of conduct sheets (Forms 120 and 121), including conduct sheets of former Army service;

(*d*) a certificate by a medical officer, showing the exact height without boots, and chest measurement at the time of the application.

880. Appointments as Warder of the Tower.—Applications for appointment as warder of the Tower should be addressed to the Constable of the Tower of London, with whom the nomination rests.

881. Formation and Upkeep of Station Recreational Libraries.—1. At every station a recreational library will be formed, and a committee will be set up to organise and administer it. The committee will consist of five members. Two will be appointed by the C.O. and two by the subscribers. The other will be the station education officer, who will always be a member. The recreational library will be distinct from the station reference library (*see* para. **882**), but if it is deemed desirable it may be housed in the same building and managed by the same officer.

2. The recreational books will be the property of the station and should be available only to subscribers. The rate of subscription will not exceed 4*d.* a month for airmen and 4*s.* a quarter for officers and civilian officials; or alternatively, if the C.O. approves, a charge may be levied for each book borrowed, not exceeding 1*d.* for an airman and 2*d.* for an officer or civilian official. The actual rates of subscription to be levied will be determined by C.Os. of stations to meet local conditions.

3. The library committee will be authorised to make their own arrangements, subject to the approval of the C.O. of the station, for the purchase of recreational books, and for other legitimate expenditure such as binding and repair of books injured by fair wear, or the purchase of necessary stationery. The necessary funds will be obtained from the library allowance (*see* para. **3377**) and from the subscriptions referred to in clause 2.

4. The library account, in which the allowances, subscriptions and charges are administered, will be kept as subsidiary to the station institute account, and will be audited with that account. The accounts will be kept in accordance with the instructions contained in A.P. 1409 (Standard Instructions for keeping Non-Public Accounts).

Digitized by Google

5. The library committees of stations should arrange, as may be convenient, for the exchange between their respective stations of recreational books.

6. The C.O. of a station will forward to the air or other officer commanding annually by 1st January a report on the working of the library arrangements, drawn up under the following heads:—

(*a*) Constitution of committee.
(*b*) Rate of subscription.
(*c*) Income for the year from subscriptions and library allowances.
(*d*) Dates on which the accounts were audited and the books inspected.
(*e*) Arrangements made for the purchase of books and for their exchange between stations.
(*f*) General remarks, including any suggestions and recommendations.

Air or other officers commanding will, at their discretion, forward to the Air Ministry any recommendations or proposals arising in connection with these reports.

882. Station Reference Libraries.—1. Station reference libraries are intended to supply the books required by officers and airmen in connection with their professional and educational studies. The demands for books will be forwarded to the Air Ministry in accordance with para. **2285**, and will include only books of educational value comprising works of a technical and professional character on naval, military and air force subjects, and on engineering, science, history, &c., together with, so far as these are required for purposes of study, a small selection of wider range, including biography, travel, economics, natural history, and standard works of English and foreign literature. Books for recreational purposes will not be included.

2. The educational officers of units will be responsible under the C.O. for the general management of these libraries and for the correct and punctual rendering of demands. Where no education officer is attached to a unit the C.O. will delegate the duty to such other officer as he may select.

3. (*a*) *Card inventory.*—A card inventory on Form 503 will be kept of all books in the reference library. One card will be used for each book, or, where more than one copy of a book is maintained, for all copies of the book.

(*b*) *Arrangement of books in the library:*—

(i) The books will be arranged in sections, according to the subject matter, e.g. Mathematics, History, &c.

(ii) The same descriptive letter will be given to all the books in each separate section.

(iii) The books in each section will be numbered in sequence.

(iv) When a new book is received, it will be added to the appropriate section and given the number next in sequence.

Digitized by Google

(v) When there are several copies of the same book, the copies will be given the same section letter and number and each copy will be given a sub-number, the sub-numbers following in sequence, e.g. M 30/1, M 30/2, &c.

(vi) When a book is lost or written off, its index number will not be given to any book added to the library by way of replacement or otherwise. A new book will be given its correct sequence number according to the date of receipt.

(*c*) *Audits.*—The records, up to and including 31st January, of reference libraries will be audited annually by a board assembled by the station commander as soon as possible after that date. The board will consist of two officers, one of whom may be the station education officer. The records will also be audited by a board, similarly constituted, when one officer relieves another of the responsibility for a library. The following procedure will be adopted:—

(i) The filed copies of all Forms 184 submitted since the last audit will be called for.

(ii) The board will then see that—

(*a*) entries against the demand items agree with the entries on the filed packing notes;

(*b*) books received are properly recorded on the card inventory and numbered;

(*c*) books are either on the shelves of the library or have been issued on signature;

(*d*) items declared "not available" on the filed copy of Form 184 are supported by official notifications to that effect.

(iii) The board will then examine the inventory and see that all reference numbers are in sequence, or that gaps are covered by authorities for write-off, &c.

(iv) The board will then compare the books remaining in the library with the entries in the card inventory.

(v) The proceedings of the board, in which will be noted any deficiencies or irregularities, will be submitted to the station commander for his approval, and will then be filed with the library records.

4. The books will be available for issue on loan to individual officers and airmen. A proportion of them may be kept in the officers' and sergeants' messes subject to their being changed at frequent intervals.

5. The limits within which books may be demanded and the special procedure applicable to the several commands are laid down in para. **3380.**

6. When a change in the command of a unit occurs, a handing-over certificate will be completed (*see* para. **73,** clause 1); any deficiencies will be reported through the usual channels.

883. Salvage and Recovery of Torpedoes and Targets.—1. The following rewards may be paid on the authority of the air or other officer commanding in respect of the salvage of torpedoes:—

Digitized by Google

	Torpedo fit for use.	*Torpedo not fit for use.*
	£	£
(*a*) For furnishing information to the nearest maritime authority (port or customs) resulting in the recovery of a lost torpedo	2	1
(*b*) For recovery of a torpedo found on shore or not more than 2 miles from the coast, and delivery to the local authority ..	10	5
(*c*) For torpedo salved more than 2 miles from the coast and delivered to the local authority	30	15

2. Beyond the rewards quoted above, no payment will be made for loss (including loss of earnings), material damage or other damages incurred in the salvage of the torpedo.

3. A reward of 5*s*. may be paid by the accountant officer of a unit for the recovery of a flag target or sleeve target. An award in excess of this amount will not be made without Air Ministry authority.

4. Rewards are not payable to personnel of H.M. forces.

884. Saving Associations at Home and Abroad.—1. C.Os. of units at home and abroad are to endeavour, wherever possible, to establish savings associations and to ensure that every airman is made conversant with the objects of these associations and the advantage to be obtained from the purchase of National Savings Certificates. Every facility is to be given to the secretaries of the associations to promote the work of these associations and to encourage thrift on the part of airmen. It is to be clearly understood that payments by airmen to savings associations are purely voluntary. The C.O. is, ex-officio, president of the association and is responsible for the appointment of the committee and a suitable treasurer. The latter must be an officer, other than an officer of the accountant branch. *See also* para. **1346**, clause 6, concerning audit procedure and paras. **2724** and **2838** as to the limitation of facilities for the purchase or repayment of National Savings Certificates.

2. The C.O. will also arrange for a general meeting of members of the association to be held at least once a year and on such other occasions as may be necessary as provided by the rules of the association.

3. All units serving in the Iraq, Aden, Middle East, Far East and Mediterranean commands may obtain savings certificates for sale to members of their savings associations from the command accountant, requisition being made on the committee's Form 8, No. 55. Certificates will be issued on repayment, and the amount of the purchase price must accompany the requisition, which is to be signed by the treasurer of the association. Units serving in India may obtain savings certificates from the Controller of Military Accounts, or, if desired, Government of India Five Year Certificates from local sources.

4. A return on a form, prepared in manuscript or typewritten, according to the specimen below, will be forwarded direct to the Officer-in-

Digitized by Google

charge, Royal Air Force Savings Associations, National Savings Committee, Sanctuary Buildings, Westminster, S.W.1. This return will be completed for the period 1st April to 31st March, by units at home and abroad and will be forwarded as early as possible after 31st March in each year.

5. C.Os. of units that have not yet formed savings associations will forward "Nil" returns.

SPECIMEN OF FORM

Unit. (a)	Regd. no. of association. (b)	Total amount of contributions from 1st April, 194 to 31st March, 194 . (c)	Total amount of contributions since formation (incl. col. (c)). (d)	Name of secretary and address of unit. (e)

885. Disposal of Derelict Explosives.—Whenever a report is received from the police or other authority that bombs or other explosives have been found, it is the duty of the C.O. to arrange immediately for the inspection of such derelict explosives, where they lie, and for their removal or destruction in accordance with the instructions contained in A.P. 1245 (Chap. 3).

886. Disposal of Waste Oil.—Waste oils will normally be disposed of in accordance with the procedure laid down in A.P. 830, Vol. I. In no circumstances will waste oil be deposited in drains or gullies, or be discharged from seaplanes and marine craft into the water.

887. Copyright Act, 1911—Music (including Dance Music), Dramatic and Cinematograph Performances.—1. The provisions of the Copyright Act, 1911, relating to the public performance of copyright music must be strictly observed in connection with performances by bands and orchestras and entertainments such as dances or dramatic or cinematograph performances at R.A.F. stations.

2. Under the Act, copyright in a musical work is infringed by any persons who, without the consent of the owner of the copyright, performs the work or any substantial part thereof in public, or authorises such performance in public.

3. In order to determine whether a particular performance is "in public" or not, the full circumstances require careful consideration. As a general rule any performance before an audience of the general public, whether present by invitation or not and whether or not a charge is made for admission, would be a performance in public and copyright music should not then be performed unless the consent of the owner of the copyright or, if he is a member of the Performing Right Society, the licence of the Society, is first obtained. Performances of music on occasions which are clearly domestic and private, e.g. guest night at a

Digitized by Google

mess, or a small invitation dinner, are not, however, regarded as performances in public.

4. The provisions of the Act apply to performances of dance music and the consent of the owner of the copyright or the licence of his society is necessary for dances to which the general public are admitted. When consent or licence is not obtained it is necessary, if the provisions of the Act are not to be infringed, that the audience, i.e. the assemblage of persons present for the purpose of dancing to the music provided, should be of a domestic or quasi-domestic character. It is immaterial whether or not a charge is made for admission. (At a dance at a R.A.F. station which is limited to the personnel of the station, as hosts, and their guests, who can only obtain admission by the personal nomination of one of the hosts, the audience can be regarded as being of a domestic or quasi-domestic character.)

5. The provisions of the Act relating to the public performance of copyright dramatic works and cinematograph productions must also be strictly observed at R.A.F. stations. The principles laid down in clauses 2, 3 and 4 with regard to the performance of music in public apply *mutatis mutandis* to the performance of copyright dramatic works and cinematograph productions in theatres, cinemas and elsewhere at R.A.F. stations.

6. Responsibility in respect of infringement of copyright in any musical or dramatic work or cinematograph film rests with the performers, players, organisers, producers and exhibitors (as the case may be) who provide the entertainment and with any persons who may be held to be participating in and authorising the entertainment.

7. Whenever the circumstances give rise to doubt, the performances (i.e. of dance or other music or dramatic or cinematograph performances) should be regarded as " in public " and the consent of the owner of the copyright or the licence of his society obtained.

8. Information respecting licences and details of the origin, objects and methods of the Performing Right Society, Limited, may be obtained on application to the Secretary of the Society at Copyright House, 33, Margaret Street, London, W.1.

Digitized by Google

CHAPTER XIV.

MOVEMENTS OF AIR FORCES.

SECTION I.—GENERAL.

894. Definitions.—1. In this chapter the following expressions shall, if not inconsistent with the context or subject matter, be held to have the meanings specified against them:—

"*O.C. troops.*"—The naval, military or air force officer appointed to command the forces travelling in a transport or freightship.

"*O.C. R.A.F.*"—The air force officer on board a transport or freightship appointed to take charge of air forces taking passage in the ship when the O.C. troops is a naval or military officer.

"*Air forces.*"—Officers and airmen of the R.A.F., members of the Princess Mary's R.A.F. Nursing Service, civilian officials or employees travelling on duty for the R.A.F., Army or Indian Army personnel attached or lent to the R.A.F. for duty, families and servants of any of the above and any other persons travelling under air force authority or at the expense of air force funds. Passengers travelling on leave are not included unless travelling as indulgence passengers on transports or freightships.

2. In so far as they are capable of application the regulations in this chapter will apply to or in regard to members of the nursing service in the same manner as they apply to or in regard to officers of the R.A.F.

895. Application of Regulations to Mixed Forces.—The regulations contained in this chapter so far as they relate to movements by sea, to and from stations at home and between stations abroad, are framed on a reciprocal basis with the War Office in order that air forces travelling in military transports, or freightships, may be made acquainted with and may comply with the general procedure obtaining in regard to such ships. They are similarly intended for the guidance of any air force officer who may be appointed O.C. troops in a hired transport on Air Ministry account in which air forces alone, or air and military forces together, are conveyed. When, however, the O.C. troops in any ship is not an air force officer, nothing contained in this chapter, setting forth the duties of the O.C. troops, will absolve the O.C. R.A.F. on board from taking all necessary steps (*a*) to represent to the O.C. troops any matters affecting the comfort, well-being and discipline of the air forces on board; and (*b*) to draw the attention of that officer to any special regulations regarding the air forces, and to any reports or returns required to be rendered to the Air Ministry or any other air force authority. Should the O.C. R.A.F. consider that his representations have not been sufficiently attended to, he will report the matter, through the embarkation officer (if any), for the information of the Air Ministry.

896. Responsibility for Movements.—1. The arrangements for all movements of air forces are under the general control of the Director of Equipment, Air Ministry.

Digitized by Google

2. The air or other officer commanding abroad will make all necessary arrangements for movements locally and will refer to the Air Ministry only those matters which are incapable of local arrangement.

3. Sea transport and passages from ports at home will be provided by the Director of Equipment by arrangement with the Director of Sea Transport, Board of Trade.

4. Within the British Islands, movements of air forces will be arranged by the Director of Equipment only in the following circumstances:—

(*a*) From No. 1 R.A.F. Depôt or other station to a port of embarkation.

(*b*) From a port of disembarkation.

(*c*) When the air or other officer commanding is unable to make economical or satisfactory provision.

In all other circumstances an air or other officer commanding will be responsible for arranging direct with railway companies for movements originating in his command. Routes for the authorisation of journeys at home will be issued as laid down in paras. **3047** and **3048.**

5. Passages from abroad will be arranged by the air or other officer commanding by application to the local representative of the Director of Sea Transport (i.e. the sea transport officer or superintending sea transport officer) at the port from which they are required. If passages are necessary from a port at which there is no sea transport officer, and no superintending sea transport officer, the air or other officer commanding will appoint an officer to perform the duties of a superintending sea transport officer, subject generally to the regulations contained in this chapter. If, however, the officer is unable to make the necessary arrangements locally, application will be made to the Air Ministry.

6. As regards arrangements for payment of passages, *see* para. **2505.**

897. Advice of Movements.—1. Whenever air forces or individuals are to be moved from one unit to another at home, the C.O. of the despatching unit will advise the C.O. of the unit to which they are being moved, by telegram if necessary, of the date and time of their arrival. At least 48 hours' notice will be given to enable accommodation and rationing arrangements to be made and, if necessary, notification to be made to the despatching unit of the most economical means of reaching the new unit.

2. A nominal roll will invariably accompany parties of airmen or individuals when they move from one unit to another (*see* para. **2116** as to transmission of documents for drafts for service abroad).

3. At home, and within or between commands abroad, all movements of units to be carried out will be reported to the Air Ministry, by the air or other officer commanding the command from which the unit will move, as soon as the date for the movement is fixed. When the movement is out of the command, a similar notice will also be sent to the air or other officer commanding the command into which the unit is to move. The numbers of officers and airmen involved in the move will be stated in the reports.

4. In order that arrangements may be made for the disembarkation and disposal of air forces proceeding by sea, whether in units, as drafts

Digitized by Google

or parties or singly and whether by public vessel or private packet, advance notification will be given by nominal rolls as laid down in clause 5 and by W/T as laid down in clause 8.

5. When air forces are detailed to proceed (*a*) home from abroad, (*b*) from home to commands abroad, (*c*) between commands abroad, nominal rolls giving the information required by clause 6 will be sent by the quickest possible route not less than seven days before the departure of the vessel, as follows:—

(*a*) When air forces are proceeding home, nominal rolls will be prepared by the headquarters of the command from which the air forces originally proceed. Two copies will be sent to the Air Ministry and when airmen and their families are included, a further copy will be sent to the Officer i/c Records.

(*b*) When air forces are proceeding from home to commands abroad, nominal rolls will be prepared by the Officer i/c Records for airmen and by the Air Ministry for all other air forces. Separate rolls will be made out for each port of disembarkation and for each command to which air forces are proceeding. One copy will be sent to the air or other officer commanding concerned and a second copy to the embarkation officer at the port of disembarkation.

(*c*) When air forces are proceeding by sea between commands abroad, nominal rolls will be prepared by the headquarters of the despatching command. One copy will be sent to the headquarters of the command to which the air forces are proceeding, one copy to the embarkation officer at the port of disembarkation, and two copies to the Air Ministry. When airmen and their families are included a further copy will be sent to the Officer i/c Records.

If air forces are disembarking at an intermediate port for transhipment copies of nominal rolls will also be sent to the embarkation officer at that port; but nominal rolls of airmen who are accommodated on troop-decks and require no special berthing arrangements will not be necessary, provided that the numerical strength of such airmen is given. The numbers of flight sergeants and sergeants must, however, be given separately from the numbers of airmen of inferior rank. If air forces disembark or tranship at Bombay the communications referred to in clause 5 and clause 8 will be addressed to the military embarkation commandant.

6. Nominal rolls will contain the following information:—

(*a*) Name of ship.

(*b*) Date of departure.

(*c*) Officers—name, branch of service, reason for proceeding (e.g. posting, medical reasons, &c.).

(*d*) Officers' families—rank and name of husband, number of children, sex and age of each child, name of domestic nurse or servant and, if unaccompanied by husband, reason for proceeding.

(*e*) Princess Mary's R.A.F. Nursing Service—rank, name and reason for proceeding.

(*f*) Civilians—name, duties (e.g. works staff), reason for proceeding, and class of passage provided.

(*g*) Airmen—official number, rank, name, trade, and reason for proceeding. Airmen posted to the home establishment for

Digitized by Google

discharge or transfer to the reserve will be shown separately from airmen proceeding for other reasons. Airmen for discharge by purchase will also be distinguished from other airmen for discharge.

(*h*) Airmen's families—official number, rank and name of airman, number of children with sex and age of each child, and if unaccompanied by the airman, reasons for proceeding. For families returning home, the address to which the family desires to proceed on disembarkation. If they have no accommodation to go to, the fact will be stated.

(*j*) Civilian families—as for officers' families.

(*k*) Air force convicts and prisoners—details of sentence.

(*l*) Any person in detention or under arrest who will require to be taken into custody on disembarkation.

Special note will be made where the cost of passage is recoverable from an individual or from another government or department, or of an indulgence passage. Where passage is provided by private packet the authority for the mode of conveyance will be shown, and when provided on the recommendation of a medical board, a copy of the recommendation will be attached.

7. If any alterations occur between the date of despatch of the nominal rolls and the sailing of the vessel, corrections will be sent on Form 807. It will usually be possible to despatch these corrections by ordinary or air mail so as to arrive not less than seven days before the vessel, but if this is not possible a W/T message conveying the necessary information will be sent.

8. On the departure of a transport, freightship, or packet conveying air forces, notification by W/T message will be sent as follows:—

(*a*) When air forces are proceeding home—by the embarkation officer at the port to the Air Ministry; if air forces *en route* for home are disembarking at an intermediate port for transhipment and onward conveyance, a W/T message will also be sent to the embarkation officer at the port of transhipment and to the air or other officer commanding the command concerned.

(*b*) When air forces are proceeding from home to a command abroad—by the Air Ministry to the embarkation officer at the port of disembarkation and to the air or other officer commanding the command to which the air forces are proceeding; if they are for transhipment and onward conveyance from an intermediate port a W/T message will also be sent to the embarkation officer at the intermediate port and to the air or other officer commanding the command in which that port is situated.

(*c*) When air forces are proceeding between commands abroad—from the embarkation officer at the port of embarkation to the embarkation officer at the port of disembarkation, to the air or other officer commanding the command concerned, and to the Air Ministry.

If there is no air force embarkation officer at the port, the W/T message will be sent by the headquarters of the command as soon as possible after the departure of the vessel. A W/T message is not required in respect of officers and airmen proceeding on leave by private packet at their own expense.

Digitized by Google

9. The W/T messages referred to in clause 8 will contain the following information:—

(*a*) Name of ship.
(*b*) Date of sailing.
(*c*) Numbers of passengers by classes.
(*d*) The title of any complete unit embarking.
(*e*) Name of any air force convict or prisoner.

The numbers of passengers proceeding from or to different commands or destinations will be given separately. A message from the Middle East Command to the Air Ministry must show whether passengers are from Egypt, Palestine or Iraq. In a message from the Air Ministry to the Middle East Command or India, passengers for those commands will be distinguished from passengers for onward conveyance to Iraq.

10. If the vessel is not a hired transport on Air Ministry account the W/T messages will relate only to the air forces on board as defined in para. **894**; if the vessel is a hired transport on Air Ministry account the numbers by classes of other service or civilian passengers travelling at the expense of other departments or as indulgence passengers will also be included in the W/T messages but will be shown separately from the air forces.

11. (*a*) To avoid undue duplication of telegrams in connection with the provision and operation of shipping for movements of personnel and equipment, and to ensure proper co-ordination between the R.A.F., Military and Board of Trade (Sea Transport) authorities, telegrams containing matters common to two or all three services will be despatched by one department only, and those emanating from the Air Ministry will end with "agreed Military," "agreed Sea Transport," or "agreed Military and Sea Transport," as appropriate.

(*b*) On receipt of an "agreed Military," "agreed Sea Transport" or "agreed Military and Sea Transport" telegram, the A.O.C. will ensure that a copy is immediately passed to the other services concerned and that any action necessary as a result of the telegram is taken in conjunction with them. Similarly, the local military authorities or the local representative of the Board of Trade, i.e. the superintending sea transport officer, will pass to the A.O.C. copies of any "agreed R.A.F." telegrams received from the War Office or Board of Trade, and the A.O.C. will regard such telegrams as having emanated from the Air Ministry.

(*c*) A corresponding procedure will be adopted by military and R.A.F. commands abroad or local superintending sea transport officers when telegraphing home on matters common to two or all three departments. It is immaterial by whom the telegrams are despatched but when such a telegram is despatched by the A.O.C., care will be taken to ensure that the wording is agreed by the other services concerned and that copies of the telegram as despatched are immediately passed to them for their retention.

898. Conducting of Armed and Unarmed Parties.—1. An armed party consisting of more than fifty airmen will not proceed on any duty unaccompanied by an officer. A warrant officer will accompany an armed party which exceeds twenty, but does not exceed fifty, airmen.

Digitized by Google

2. At home an unarmed party of more than one hundred airmen moving by rail (or a party of twenty or more airmen for embarkation) will be accompanied by an officer. Unarmed parties of from fifty to one hundred airmen moving by rail at home will be accompanied by a warrant officer. A party of aircraftmen not exceeding twelve moving at home need not be conducted by a N.C.O.; and the senior aircraftman may be placed in charge.

899. Notice to Railway and Steamship Companies.—1. When a party is proceeding on duty or on leave, the C.O. will send notice beforehand to the railway and steamship authorities if the party exceeds six.

2. If the number to move, or proceed on leave as a party, exceeds fifty by rail, or twenty by steamship, as much notice as possible, having regard to the local railway facilities and the number to be accommodated, will be given to the railway or steamship authorities. An application for accommodation will be made in writing and will give the following details:—

(*a*) Number of passengers of each class.
(*b*) Entraining and detraining stations.
(*c*) Name of unit to which the party is proceeding.
(*d*) Weight of baggage.

900. Special Trains.—Railway companies are usually willing to provide, without extra charge, special trains for parties of 150 men and upwards, and even for smaller numbers if the ordinary trains are not suitable. *See* para. **3054** as to rates chargeable.

901. Railway Regulations to be complied with.—An officer in command of air forces moving by railway is responsible that the regulations of the railway companies are complied with by the air forces; he is not to interfere with the prescribed running of the trains or the general working of the railway service.

902. Advance Arrangements for Journeys.—1. When the number of the air forces to proceed by rail is considerable, an advance party should be sent to the railway station on the day of entrainment to allot the carriages and trucks and make detailed arrangements.

2. If any families are proceeding, they, with any light baggage accompanying them, will be entrained before the arrival of air force personnel. Transport to the station, with their baggage, will be provided for families entitled to conveyance.

3. The entrainment of baggage and R.A.F. equipment will, if possible, be completed before that of air force personnel is commenced.

4. When it is necessary to provide food *en route* previous preparations will be made, an officer with one or more N.C.Os. being, if necessary, sent forward to make arrangements (*see* para. **3078** as to subsistence on journey).

Digitized by Google

903. General Instructions for a Rail Journey.—1. Previous to entrainment, airmen, with their packs, kitbags, &c., will be told off into sections corresponding with the capacity of the compartments provided, which should be numbered or lettered to facilitate the entrainment, but care should be taken not to damage the coach work.

2. The entrainment will take place under the orders of the officer in charge of the unit or draft. It should be complete five minutes before the time of departure.

3. Departure of trains should be telegraphed by the officer superintending entrainment to the place where a halt is to be made for refreshments, and also to the place of final destination.

4. In case of accident to the train, the officers will if practicable proceed at once to the carriages of which they are in charge, and except in imminent danger the airmen will remain in the carriages until ordered to descend. Directions given by railway officials must be promptly executed.

5. In detrainment the officer in charge will ensure the speedy evacuation of the railway station.

904. Civil Air Transport.—1. An officer will not be ordered to travel on duty by civil air transport except under Air Ministry authority, when he will travel at public risk and expense.

2. An officer not so ordered may, if he wishes, travel by one of the recognised civil air services when proceeding on duty, and may reclaim the actual expenses incurred, not exceeding the total cost (including additional travelling allowance, if any) which would have been incurred by the cheapest means of conveyance. An officer travelling under this arrangement will not be debarred, in the event of accident, from such compensation as, subject to the usual conditions, would be awarded if the journey had been ordered to be taken by air.

3. Particulars of the arrangements for obtaining tickets, and of the amounts that may be refunded when the journey is voluntarily performed by air in lieu of the normal means of conveyance, will be found in A.M.Os.

905. Cross Channel Routes.—Air forces travelling between Great Britain and Northern Ireland, or Eire, or the Channel Islands, or the Isle of Man, will proceed by the most direct and economical route for which a through warrant is issuable. Application for information as to the steamers available will be made to the nearest railway company. If it is desired to proceed in a steamer for which a through warrant is not issuable, application will be made to the Air Ministry.

906. Blankets for Channel Crossings.—When air forces proceed to and from ports in Great Britain, Northern Ireland, Eire and the Channel Islands a blanket will be issued to each airman and to each member of his family on the married establishment. The equipment officer of the unit from which the air forces proceed will obtain an acknowledgment of receipt for such issues, and will voucher the blankets to the unit to which the forces are proceeding.

Digitized by Google

907. Safeguarding of Baggage.—1. When a party moves by road or rail the officer or airman in charge will be responsible for making proper provision for the safeguarding of baggage during the journey. A baggage guard will always accompany baggage sent by road.

2. When a unit or draft is to proceed by sea the Air Ministry will issue instructions as regards a baggage party, to be detailed by the C.O. or draft conducting officer, which will act under the orders of the embarkation officer and be responsible for safeguarding the baggage.

908. Exemption from Tolls and Dues.—1. Officers and airmen travelling on duty and the personal kit carried by them are exempt from dues and tolls which have been established by Act of Parliament in Great Britain and Northern Ireland.

2. An officer or airman embarking will take with him to the docks the order showing that he is travelling on duty. Exemption from dues should be claimed by the individual so travelling, or by his shipping agents, the order being produced to the dock officials if required. (*See* para. **3134** as to dock dues on heavy baggage, and labour and customs examination charges.)

3. Ferriage charges at the rates payable by the general public are chargeable on air force traffic in England, as the exemption in the Air Force Act from dues and tolls in connection with wharves, roads, bridges, &c., does not extend to ferries (including floating bridges propelled across rivers). Ferriage charges on air force traffic in Scotland are chargeable at 50 per cent. of the normal tariff rates except on the Queensferry and Dundee Harbour and Tay Ferries, where 75 per cent. of tariff rates is chargeable in respect of R.A.F. vehicles and stores. Claims for ferry charges will be paid as directed in para. **2907**; they will be supported by the signed authority of the officer approving the service.

909. Passages—How Provided.—Passages (other than cross-channel) will normally be granted in public vessels only, and, as far as possible, the despatch of small isolated parties or single individuals at short intervals will be avoided. Packet passages will be arranged only in exceptional circumstances and will be subject to the prior authority of the Air Ministry, but an air or other officer commanding may, at his discretion, provide packet passages for officers, airmen or families who are recommended by a medical board for immediate return home (*see* para. **953**).

909A. Passages arranged Privately.—1. (*a*) An officer or airman wishing to make private arrangements for his own or his family's entitled passage on proceeding from one unit to another will not, save in the most exceptional circumstances, be eligible for any refund of the expense so incurred unless the prior authority of the Air Ministry has been obtained, and unless passage is admissible under the regulations at the date when the passage is undertaken.

Digitized by Google

Applications for such authority will be rendered through the usual channels, and will state proposed—

(i) date of departure;

(ii) method of travel and class in which travelling (if by sea, name of ship and shipping company; if by land, countries through which proceeding and places at which staying);

(iii) date of arrival at new unit.

The recommendation of the air or other officer commanding must support the application and details as to the duty on which the officer or airman is proceeding and how he would normally have travelled must be given.

(*b*) Save in exceptional circumstances, which must be represented when application is made to the Air Ministry, the authority given will be conditional on any sea passage being taken in a British ship.

(*c*) When the above authority has been given, the officer or airman will be required to meet the necessary expense but may be granted a refund, in arrear, of so much of his actual expenditure as would have been incurred by public funds had he or his family proceeded under official arrangements. Such refund may be authorised by the Air Ministry only, and will be based upon rates appropriate to the class in which the individual actually travels.

(*d*) If, apart from the private arrangements, the passenger would normally have travelled by a transport, and would have been entitled to free messing thereon, the amount of the refund will be limited to that saved on messing costs in the transport. (No refund will be admissible for a passenger not so entitled.) If the sea passage would normally have been made by packet or freightship, the refund in respect of an officer's family will be limited to the cost to the department of the passage that would have been provided under official arrangements, less any messing contribution due under para. **3121.**

(*e*) The claim for refund will be rendered on Form 1771, and will be referred to the Air Ministry for examination prior to payment. Claims must clearly indicate the class or classes of accommodation occupied on the journey, and be supported as far as possible by receipts.

(*f*) The quantity of baggage to which the officer or airman may be entitled under paras. **3129** to **3132** and **3137** is conveyed free by the British lines by which passengers are officially booked. Any expense for sea freight or overland conveyance of baggage incurred by the officer or airman will not therefore be admissible as a charge against public funds in respect of that portion of the journey for which sea passage would have been provided under official arrangements, except that when under such arrangements baggage would have been shipped by cargo vessel, a refund of expenses may be allowed within the amount which normally would have been incurred by public funds.

2. (*a*) If the Air Council is satisfied that use of the proposed route will indirectly be of value to the service or of educational value to the officer, an officer who wishes to make private arrangements for an authorised journey but is unable to advance the money may be given an imprest not exceeding 75 per cent. of what it is estimated the journey would have cost under official arrangements. If the normal method of travel would have been by transport, the imprest will be limited to the messing costs referred to in clause 1, which may be issued in full.

Digitized by Google

(*b*) Any such imprest made abroad will be reported immediately to the Air Ministry, and the officer will keep an account of his expenditure and render a claim on Form 1771 (supported as far as possible by receipts) to the Air Ministry on completion of the journey, unless other instructions have been issued. For such journeys, no limitations will be placed on the route, mode of travel or class of accommodation beyond those imposed as a condition of sanctioning the private arrangement.

910. Allotment of Cabins.—1. In transports and freightships the Director of Sea Transport will select the cabins for government passengers, and prescribe the number who may be accommodated in each.

2. The following rules will be observed in allotting berths to individuals, and the embarkation officer will be responsible that they are carried out as regards the air forces:—

(*a*) Separate cabin accommodation will be provided for the following persons only:—

(i) Officers of the rank of air commodore or above (unless returning home on promotion to that rank) and officers of corresponding rank.

(ii) The O.C. troops and the medical officer in charge, in all transports.

(iii) The adjutant and each chaplain appointed for the voyage in a transport, if space is available.

(iv) The O.C. troops and the medical officer in charge in freightships if 75 or more 3rd class adult passengers are conveyed (two children under 12 years of age being regarded as equivalent to one adult).

(*b*) Persons allotted cabins under (*a*) above will not exchange them for any others, and will not give up any of their accommodation except to members of their families. When an officer entitled to reserved accommodation is accompanied by his wife, she will share the cabin allotted to the officer, in the event of the cabin containing more than one berth. If, however, the officer and his wife are accompanied by a child or children under the age of 10, the officer may elect that the wife shall be accommodated in another cabin with the child or children, in which case the officer may be allowed to occupy a cabin for his sole use. No member of the family of the O.C. troops will, however, be accommodated in the cabin allotted to him for the performance of his office duties.

(*c*) The appropriation of all other cabins will be made according to seniority of air force rank, or of rank corresponding thereto.

(*d*) At an intermediate port the appropriation may be altered so as to give proper accommodation, consistent with their rank, to persons embarking there, but those already on board will be put to as little inconvenience as possible.

911. *Deleted.*

912. Embarkation and Disembarkation—Who to Arrange.—The embarkation in, and disembarkation from, transports and freightships of air forces and their baggage, will be carried out at home by an embarkation officer acting under the instructions of the Air Ministry;

Digitized by Google

abroad these duties will be carried out in conformity with orders issued by the air or other officer commanding concerned, who will detail an embarkation officer for the purpose.

913. Trooping Season.—The normal trooping season is from September to March for all commands east of Suez.

914. *Deleted.*

915. Air Forces Disembarked for Transhipment.—1. If air forces, in the course of a sea journey on duty, disembark at a port within an air force command to await onward passages by another ship, the air or other officer commanding that command will be responsible for making provision for their accommodation and for their discipline while waiting; he will also take steps to obtain onward passages at the earliest possible moment unless this has already been arranged.

2. Passages will normally be arranged by transport or freightship, but where, by reason of the delay involved and consequent loss of duty, packet passages are more economical, such passages may be substituted. (*See* para. **909.**)

3. The Air Ministry and the air or other officers commanding concerned will be immediately informed if circumstances arise which make the arrangement of onward passages difficult and cause undue delay.

4. *See* para. **1026** for procedure when air forces are disembarked *en route* otherwise than for transhipment.

916. Individuals Disembarking at Ports other than Ports to which Passage has been Booked.—When individuals disembark at ports other than those to which passage has been booked (e.g. at Marseilles, when *en route* to England, or at Plymouth when booked to London) a telegraphic message must be sent to the Air Ministry immediately, so that any arrangements made for meeting or instructing such passengers at the originally assigned port of disembarkation may be amended.

917. Dogs.—1. Dogs (other than hounds) cannot be accepted for shipment in transports.

2. *See* para. **876** as to landing and movement at home.

918. Hounds.—1. Hounds not exceeding four couples may be carried in transports (entirely at owner's risk) provided their owner or his agent is prepared to defray the expense incurred in the provision of the necessary kennel accommodation on board. Application for permission to embark hounds will be made to the Air Ministry direct for outward voyages not less than six weeks in advance, and to the authority concerned abroad for homeward voyages or voyages between commands. The type and sex of the hounds must be specified. If the owner is not accompanying the hounds the name and address of the person who will be in charge of them will be stated. Allotments will be made according to the owner's seniority, entitled passengers being given the preference. Permits must be produced on embarkation.

2. The owner must make all arrangements for feeding the hounds. In the following circumstances an export licence must be obtained by the owner at his own expense from the Ministry of Agriculture and

Digitized by Google

Fisheries, Whitehall Place, London, S.W.1, and produced in accordance with the instructions contained therein:—

(*a*) If the hounds are undergoing quarantine after importation from abroad, or

(*b*) If the hounds belong to a district out of which the movement of dogs or hounds is prohibited except by licence of the Ministry of Agriculture and Fisheries. Information as to such restricted areas can be obtained from that Ministry.

3. In freightships and private packets, owners will make their own arrangements.

4. *See* para. **876** as to landing and movement at home.

919. Domestic Pets and Caged Birds.—Domestic pets and caged birds cannot be accepted for shipment in transports.

Section II.—Applications for Passages

920. Period of Notice required.—1. Applications to the Air Ministry for passages for units, drafts, families, or individuals, for outward voyages will normally be made at least six weeks before the passages are required.

2. A note will be made on all applications of the date on which the persons concerned will be ready to embark.

3. Applications for passages homeward or between commands abroad will be made to the air or other officer commanding abroad as may be directed by him.

4. Officers placed under orders for abroad who are entitled to free passages for their wives and families will apply through the usual channels to the Air Ministry, without delay, on Form 1542, whether they are desirous of taking their families with them, or wish passages for them to be deferred. A W/T message requesting the approval of the air or other officer commanding will be despatched by the Air Ministry, and if the request is approved, passages will be arranged accordingly.

921. Airmen and their Families.—1. Applications for passages for drafts, or for individual airmen, and for the families of airmen proceeding abroad will be made by or through the Officer i/c Records as directed in para. **920.**

2. *Deleted.*

3. *See* para. **1405** as to passages for airmen granted leave from abroad.

4. (*a*) An airman serving abroad who becomes eligible for family allowance will apply in writing to his C.O. for the passage of his wife and family, and will give the following particulars:—

(i) Number of passages required.
(ii) Full name of wife.
(iii) Full names of children.
(iv) Ages and sexes of children.
(v) Present address of wife.

Digitized by Google

(*b*) The C.O. will forward the application to the air or other officer commanding, accompanied by a report as to whether—

(i) the application is recommended;
(ii) accommodation for the airman's family is available.

(*c*) The air or other officer commanding will then forward the application, with his remarks, to the Officer i/c Records.

5. Airmen at home warned for drafting overseas are not required to submit any application for their wives or families to accompany or join them overseas.

6. The wife of an airman ineligible for family allowance will not be allowed to proceed abroad under Air Ministry authority or expense, nor will she be eligible for an indulgence passage.

922. *Deleted.*

923. Names—When to be stated.—Applications for first and second class passages will state the names (and ranks and official numbers, where applicable) of the passengers. In making application for units, or drafts, the numbers only need be given of third class passages, except for families. When airmen proceed individually, their names, official numbers and ranks must be stated.

924. Altered Requirements to be Notified.—1. If a person for whom a passage has been applied for (whether as part of a draft, or unit, or as an individual) is unable to proceed, or, if the composition of, or number comprising, any draft is altered after application for passage has been made, the Air Ministry, or the air or other officer commanding abroad, as appropriate, will be at once informed. Every effort will be made to provide a substitute for any passenger who is unable to proceed.

2. At home, information similar to that required by clause 1 will in addition be sent to the Officer i/c Records so far as airmen and their families are concerned.

925. Indulgence Passages.—1. An officer or airman may apply, through the usual channels, for the grant of an indulgence passage for himself, or any member of his family, on any occasion for which he or his family are not entitled to a passage, except as provided in paras. **639** and **921.** Such passages will only be granted when berths are not required for entitled passengers and would otherwise be unoccupied. No charge is made for the passage, but indulgence passengers are required to pay for their messing. The wife or family of an airman ineligible for family allowance will not be granted outward indulgence passage.

2. Indulgence passages will be provided in the order shown in clause 4. First class indulgence passengers will be warned before embarking that they are liable to be landed at intermediate ports if their berths are required for individuals entitled to proceed at the public expense, and will sign a statement that the conditions under which they are

Digitized by Google

embarked are understood and accepted. This liability will fall in order of seniority but, in very exceptional circumstances, the passenger whose berth is required may, with the concurrence of the superintending sea transport officer at the intermediate port, be allowed to retain the berth on payment at the time of the cost of the packet passage plus any hotel or rail expenses involved in the detention and onward journey of the entitled passenger. Packet passages arising in this connection will be engaged privately, and not on government requisition.

3. An officer senior to the officer appointed to command on board will be granted an indulgence passage only on the understanding that, in ordinary circumstances, he does not exercise command. (*See* para. **993** as to command in emergency.)

4. To ensure uniformity of treatment, the following rules are to be observed:—

(*a*) (i) Applicants for the furthest station will be given preference in the classes to which they belong.
(ii) No individual will be provided with a passage more than once in three years; unless spare berths are available after providing for other applicants.
(iii) Passages will be allotted in order of juniority in accordance with the following classification:—

First class:—

(*b*) (i) Members of Princess Mary's R.A.F. Nursing Service, officers and their families.
(ii) All established civilian staff and their families.
(iii) Temporary civilian staff recruited in the United Kingdom and their families.
(iv) Temporary civilian staff recruited locally, if entitled to first class accommodation.
(v) Retired officers and their families.
(vi) Relatives of officers serving abroad.
(vii) Intended wife of an officer.

In the absence of first class berths, civilians may be offered second class berths not required for second class indulgence passengers.

Second and third class:—

(*c*) (i) Serving airmen and their families. The wife or family of an airman ineligible for family allowance will not be granted outward indulgence passages.
(ii) Temporary civilian staff recruited in the United Kingdom and their families.
(iii) Temporary British civilian staff recruited locally.
(iv) Reservists and their families.
(v) Ex-airmen and their families.
(vi) Relatives of serving airmen, reservists and ex-airmen.

The application of airmen of the same rank will be taken in order of date of application. Second class passengers may be offered third class berths not required by third class indulgence passengers.

Digitized by Google

Section III.—Preliminary Arrangements for Movements to and from Abroad and between Stations Abroad.

930. Inspection of Hired Ships.—1. Prior to the embarkation of the forces, a board of officers will inspect the fittings, sanitary condition and arrangements for accommodation, preservation of health and victualling in all freightships and transports engaged for the conveyance of H.M. forces. A medical officer will be included on the board, and, when air forces are to be conveyed, the embarkation officer will be a member. The medical officer who is to proceed on the voyage should, if practicable, be present at the inspection.

2. The inspection will be held, as a rule, immediately before the first embarkation takes place. At any subsequent port, except as provided for in clause 3, the ship will not be further inspected; she will, however, be visited on behalf of the officer commanding (if any) at the port, to ascertain whether any cause of complaint exists.

3. A final inspection will be held as soon as the embarkation is complete to ascertain whether the arrangements for berthing the forces, stowing baggage, &c., have been carried out. This inspection will take place at the last port of embarkation, when there is more than one. Ships passing between stations abroad will be so inspected on each occasion of a change of the forces.

4. The board of final inspection will consist, when practicable, of one or more naval officers (to be detailed by the naval superintendent or senior sea transport officer at the port), the embarkation officer, a medical officer not taking passage and the O.C. troops.

5. Reports of the above boards will be rendered as laid down in para. **943.**

931. Procedure during Inspection of Hired Ships.—At the inspection referred to in para. **930, clause 3,** the forces (except those on duty) and women and children, will be seated at their mess tables before the inspection commences and will remain so seated until its completion. Officers in charge of drafts, &c., will be present, and will read to their men the orders for fire and boat stations (copies of which will be hung up on each deck), reporting to the board, on its arrival at the messes, that they have done so.

932. Stores, &c., to be placed on Board.—1. When the voyage of a hired transport is on Air Ministry account, the embarkation officer will be responsible that all necessary R.A.F. equipment, medical stores, stationery and books of regulations are placed on board before the air forces embark.

2. The O.C. troops will be responsible for accounting for all articles placed on board in accordance with clause 1.

933. Issue of Embarkation Orders—Home.—1. When passages have been arranged for air forces, the necessary embarkation orders, forms and labels will be issued by the Air Ministry to the unit concerned. The route (Form 260) for the journey to the port of embarkation will be

Digitized by Google

issued by the C.O. of the unit. Advice of the issue will be sent at the same time to the area or command concerned. Embarkation orders will be issued direct to officers' families and others proceeding independently.

2. Railway warrants (Form 413) to the port of embarkation and baggage consignment notes (Form 1487) or carrier's notes (Form 1486) for baggage will be issued by the C.Os. of units from which the air forces are proceeding, or to which individuals belong, in accordance with paras. **3056** and **3133.** If a family is proceeding without the husband, issue will be made direct by the Air Ministry.

3. Where messing charges are payable in advance under paras. **3121** to **3123,** the Director of Equipment will notify the amounts and method of payment.

934. O.C. R.A.F. and Draft Conducting Officers.—1. The Air Ministry, at home, and the air or other officer commanding abroad will detail the officer who will command all the air forces on board. Normally, the senior officer of the general duties branch under the rank of air commodore will be selected.

2. The O.C. R.A.F., or the O.C. troops when he is an air force officer, will, as a rule, be ordered to report himself to the embarkation officer on the day previous to that on which the general embarkation takes place. He will attend the first inspection held before general embarkation (*see* para. **930,** clause 2) and make himself acquainted with the general arrangements.

3. Officers required to conduct drafts abroad will receive orders from the Air Ministry, or area, to report themselves to the C.O. of the unit from which their draft is proceeding. On arrival at the port they will report to the embarkation officer and will follow his instructions in all matters relating to the process of embarkation. On arrival on board ship they will report to the O.C. R.A.F. on board. *See* para. **943** as to nominal rolls, para. **2116** as to airmen's documents and para. **2835** as to transfer lists.

4. The senior draft conducting officer will be responsible for the discipline, appearance and general behaviour of the draft during the journey to and whilst at the port of embarkation: he will follow the instructions of the embarkation officer in all matters relating to the process of embarkation.

935. Ship's Staff.—1. The following personnel, for duty as permanent staff for the round voyage of a hired transport, will be provided by the Officer i/c Records in accordance with instructions which will be issued by the Air Ministry:—

(*a*) Ship's warrant officer (disciplinarian).
(*b*) Flight sergeant (P.T.I.) for troop-deck duties.
(*c*) ,, ,, (laboratory assistant) for medical duties.
(*d*) ,, ,, (equipment assistant) for quartermaster duties.
(*e*) ,, ,, (clerk, general duties) for orderly-room duties.
(*f*) 1 corporal and 3 aircraftmen (nursing orderlies).

2. The following staff will also be detailed by the Air Ministry for duty on R.A.F. outward voyages from among those taking passage,

Digitized by Google

and similar action will be taken by the A.O.C. the oversea command from which the transport will proceed to the United Kingdom:—

(*a*) O.C. troops.
(*b*) Senior medical officer.
(*c*) Ship's adjutant.
(*d*) Quartermaster.
(*e*) Baggage officer.
(*f*) Accountant officer.

3. In addition to the staff shown in clause 2, steps will be taken to ensure that at least two nursing sisters are available for duty.

4. In the event of medical officers and nursing sisters not being available from among those taking passage on the outward voyage the necessary personnel for these duties will be embarked for the round voyage by the Air Ministry. If such personnel are not available for the homeward voyage the oversea command concerned will detail personnel for these duties, the selection being made, if possible, from among those who would otherwise be proceeding to the United Kingdom on leave at their own expense. In this event, the homeward passage will be at public expense, the individual being required to defray the cost of return to the oversea command at the conclusion of leave. If, however, it is necessary for the oversea command to detail personnel specially for the duty, both homeward and return passage will be at public expense and the Air Ministry will arrange the return passage by the first public opportunity.

5. When the number of airmen embarked in a transport which is proceeding on Admiralty or War Office account exceeds 100, the O.C. R.A.F. will, with the approval of the O.C. troops, select a N.C.O., who should be conversant with clerical and accounting duties, from among the draft to assist the ship's orderly-room permanent staff in the preparation of forms, etc., for the R.A.F. draft.

936. Publication of Regulations.—The C.O. of the unit from which drafts and individuals proceed for embarkation for abroad will draw the attention of the air force to orders with which they should be acquainted before they embark. With this object, suitable extracts from these regulations will be distributed as may be found necessary.

937. Medical Examinations and Inspections.—1. (*a*) Every officer and airman detailed for service abroad will be examined by a medical officer as to fitness to serve at the station to which he is ordered to proceed.

(*b*) Each airman (and each officer accompanying a draft to a port) will be inspected by a medical officer on the day of departure from the unit, or on the previous day. Individuals who show symptoms of contagious or infectious disease will be detained. A patient who, in the opinion of the medical officer, is likely to recover during the voyage will not be precluded from embarking, except for active service; a nominal roll of patients to be embarked will be prepared and signed by the medical officer and will be delivered to the individual, or officer or airman i/c draft, for presentation to the embarkation officer at the port, who will hand the roll to the medical officer in charge on board.

(*c*) *See* para. **1416** as to vaccination and inoculation of officers and airmen before proceeding abroad.

Digitized by Google

2. (*a*) Before passages to commands abroad are provided for a family, each member must be medically examined by a service medical officer (and, in certain circumstances detailed hereafter, by a medical board) to decide as to fitness to reside in the command abroad to which the officer or airman is posted.

(*b*) Before embarkation, a medical inspection may also be required to ensure that no member of a family embarks suffering from contagious or infectious disease.

(*c*) Wives and children should be vaccinated, or re-vaccinated if the vaccination took place more than 5 years previously. A certificate of vaccination must, in each instance, be obtained.

(*d*) Wives, and children over 5 years of age, should be inoculated against the typhoid group of fevers before proceeding abroad. If there is not sufficient time for inoculation before embarkation, it can be carried out after arrival in the command abroad; if done on board ship, any charges made by the ship's surgeon will not be refunded.

(*e*) Medical officers will afford every available facility for completing these medical arrangements.

3. *Officers' Families.*—(*a*) The wife of an officer within three months of her approaching confinement will not embark. A written statement from the wife, or her husband, may be accepted in lieu of a medical certificate in support of an application for deferment of passage on these grounds.

(*b*) If it is desired that the family shall accompany the officer from a unit at home to a unit abroad, the medical examination as to fitness to reside in the command abroad will be carried out by a medical officer, and the result recorded on Form 1542 (Application for passages for families). Particulars of the medical establishments at which this examination can be carried out are contained in Form 155.

(*c*) Application for deferment of passage for a family, or a member of a family, on medical grounds must be supported by a medical certificate on Form 1542. If, however, the deferment of passage under the conditions laid down in para. 3115 is desired on grounds other than medical, the medical examination of the family as to fitness to reside abroad will be postponed until the officer applies for the provision of passages. The arrangements for the examination will then be communicated to the officer's wife by the Air Ministry and notification of the date of readiness to proceed abroad should therefore reach the Air Ministry at least six weeks beforehand to enable such arrangements to be made in good time.

(*d*) A family, or a servant to a family, embarking in a transport or freightship on which military or air force drafts are embarking will be inspected by a medical officer (or, if more convenient, by a civil medical practitioner) within three days of embarkation to ensure that the individuals concerned are free from contagious or infectious disease, and are otherwise medically fit to undertake the voyage. Particulars of the arrangements for this inspection are contained in Form 155 and the result of the inspection and details of the inoculation and vaccination state will be recorded on that form, which is supplied, when necessary, with embarkation orders.

(*e*) Arrangements should be made for any necessary dental treatment to be obtained from civilian sources prior to embarkation.

Digitized by Google

4. *Airmen's Families.*—(*a*) The wife of an airman within three months of her approaching confinement will not embark. A written statement from the wife, or her husband, may be accepted in lieu of a medical certificate in support of an application for deferment of passage on these grounds.

(*b*) Before applying for passage from the United Kingdom to a command abroad, the Officer i/c Records will require members of families to be medically examined by a medical officer as to fitness to reside in the command abroad. Where the examining medical officer considers that, for climatic or other reasons, residence at the station abroad is likely to involve danger to the health of a member (or members) of a family, he will refer the case to a medical board. If the family is rejoining an airman after having been invalided, or after having been retained at home for climatic or other reasons, re-examination by a medical board will be necessary, and passages will not be provided without the recommendation of this board. If a previous medical board has been held, the proceedings will be placed before the re-examining medical board for its information.

(*c*) Families will be inspected by a medical officer (or, if the place of residence of the family is too far distant, by a civil medical practitioner) within three days of embarkation to ensure that the individuals concerned are free from contagious or infectious disease, and are otherwise medically fit to undertake the voyage. Particulars of the arrangements for this inspection are contained in Form 155 and the result of the inspection and details of the inoculation and vaccination state will be recorded on that form, which is supplied with embarkation orders. Families embarking in vessels carrying 3rd class passengers are liable to be examined by a Board of Trade doctor at the ship's side, but the doctor may dispense with this examination if Form 155 shows that the medical examination was carried out by a medical officer within the previous 24 hours.

(*d*) If, for medical reasons, an airman's wife, who might otherwise accompany him, is prevented from accompanying him from a unit at home to a unit abroad, he will embark without her unless a medical officer certifies that separation is likely to endanger her life, when he will embark as soon as passage can be provided for him after she is reported medically fit.

(*e*) Any necessary dental treatment should be completed prior to embarkation.

5. The medical fitness of indulgence passengers embarking in transports will be ascertained by the embarkation medical officer present at the ship's side.

6. When Forms 155 are issued, they must be presented to the embarkation officer at the ship's side before the family proceeds on board. Families arriving at a port of embarkation with the certificate called for on Form 155 uncompleted will be liable to forfeiture of their right to passage.

7. If a passage has been applied for, and the family is for medical reasons subsequently found unfit to embark, notification must be sent immediately—

(*a*) to the Air Ministry, for officers' families proceeding abroad;

(*b*) to the Officer i/c Records, for airmen's families proceeding abroad.

Digitized by Google

A medical certificate stating the nature of the disability and the period likely to elapse before the family will be fit to embark must be forwarded without delay.

8. As stated in clause 6, Forms 155 will be handed to the embarkation officer at the port of embarkation. He will retain one copy and, if a service medical officer is in medical charge on board, hand the duplicate copy to him. The medical officer will, after the families have disembarked, forward the Forms 155 in his possession to the medical officer of the unit to which the family is proceeding. If there is no service medical officer in medical charge on board, the embarkation officer will forward the duplicate copy direct to the medical officer of the unit to which the family is proceeding (or to the P.M.O. of the command concerned if the unit is not known).

9. Free conveyance may be provided for airmen's families required to attend medical boards, but otherwise no travelling or other incidental expenses connected with these medical examinations or inspections will be allowed, except in so far as they are medical fees for airmen's families prescribed in Form 155.

10. (*a*) Abroad, the foregoing rules will be observed as far as they can be applied, and subject to such modifications as the P.M.O. may consider necessary.

(*b*) If the family of an airman stationed abroad is not medically fit to embark, he will remain with his family, and will proceed to his new station when the family is reported medically fit to proceed. (*See also* para. **953** regarding passages for families invalided home by medical boards from abroad.)

938. Warnings of Venereal Disease.—1. The C.Os. of units at which drafts are collected for abroad will, in conjunction with the medical officer, be responsible that all drafts receive special instruction before embarking with regard to (*a*) the prevalence and virulence of venereal diseases abroad, and (*b*) the special dangers in this respect which exist at all sea ports. Every endeavour will be made to impress upon airmen the vital necessity for abstaining from exposing themselves to the risk of infection. The fact that over-indulgence in alcohol may lead airmen to expose themselves to risks which they would otherwise avoid will be emphasised.

2. Draft conducting officers will be warned personally of their responsibility for keeping control over their airmen for any periods during which they may be delayed in any town *en route*, and for reminding them of the danger against which they have been warned.

939. Duties of the C.O. of a Unit Despatching a Draft.—The following duties will be carried out by the C.O. of a unit prior to the despatch of a draft:—

(*a*) He will be responsible for ensuring that the kit of every airman is completed according to the scale laid down for the country to which he is proceeding and that it is properly fitted and marked, and that every airman is in possession of the regulation sea kitbag. Instructions as to the marking of kitbags are contained in A.P.830, Vol. I.

Digitized by Google

(*b*) For drafts proceeding to India, he will render to the Superintendent, India Store Department, the demand for the pith hats and khaki drill suits required in accordance with para. **2533.**

(*c*) He will see that the airman's arms, if carried, are marked in accordance with the provisions of para. **978.**

(*d*) He will render to the embarkation officer a list of baggage to be shipped as required by para. **967.**

(*e*) He will take steps to ensure that all airmen are given facilities for becoming acquainted with the general procedure for embarkation, so that they may know what is required of them.

(*f*) He will, as far in advance as possible, divide the draft into parties, not exceeding fifty airmen in each, and will appoint draft conducting officers as instructed by the Air Ministry to have charge of them. He will also detail for duty with the various parties suitable warrant officers or N.C.Os. from among those proceeding with the draft. The apportionment of officers, warrant officers, and N.C.Os. will be arranged as far as possible with a view to their continuance with their respective parties throughout the journey to their destination.

(*g*) He will instruct draft conducting officers in their duties and will impress upon them the need for the observance of strict discipline and for ensuring that the behaviour of all ranks is such as will reflect credit on the service.

(*h*) If no officer from his unit is proceeding abroad on that draft, he will detail an officer to be generally responsible for the discipline and comfort of the draft *en route* to the port of embarkation. After reporting to the embarkation officer, the officer so detailed will hand over the draft to the senior draft conducting officer proceeding abroad and having done so, his duties and responsibilities in connection with the draft will cease.

(*j*) He will ensure that the airmen are medically examined as late as possible before the draft proceeds, and that the provisions of para. **938** are carried out.

(*k*) He will be responsible for the preparation of all nominal rolls (except as provided in para. **897**) relating to the draft, as required by regulations, and for ensuring that the airmen's service documents (*see* para. **2116**) and nominal rolls are handed to the senior officer proceeding abroad with the draft. A receipt will be obtained for these documents.

(*l*) He will ensure that all airmen of the draft have received all pay due to them before they leave the unit and that the provisions of paras. **2832** and **2835** are complied with.

(*m*) He will himself make a final inspection of the draft immediately prior to its departure, with a view to satisfying himself that the airmen are uniformly and properly clothed and equipped and that the sea kitbags are packed only with such articles as will be required during the voyage. Helmets will not be worn but will be attached to the top of the sea kitbags. The draft will be checked as directed in para. **940.**

Digitized by Google

940. Absentees—Verification of Absence.—When a unit or draft finally parades preparatory to embarkation, or to entrain for the port of embarkation, two or more senior N.C.Os., not themselves proceeding with the unit or draft, will be detailed to attend at such final parade and record the names of all absentees without leave, in order that at any future court martial that may be held for the trial of such absentees, one or other of these N.C.Os. may be available to prove in evidence the fact of the absence, if the N.C.O. who called the roll is not available. Each member of the unit or draft should be warned personally, if possible.

941. Court Martial Warrant.—If the O.C. troops is an air force officer not below the rank of flight lieutenant, a district court martial warrant may be furnished to the embarkation officer by the A.O.C.-in-C., Coastal Command, at home, and by the air or other officer commanding abroad. The warrant will be made out to "The Officer Commanding for the time being the troops on board the transport (or freightship)....." and not to the O.C. by name. It will be operative for the whole period of the voyage, and will be handed over to each successive O.C. troops, being finally returned to the embarkation officer on the termination of the voyage.

942. Officer Proceeding Independently.—1. An officer proceeding abroad on duty unaccompanied by air forces will take with him a copy of the order under which he is proceeding for presentation to the air force officer at the port of disembarkation.

2. *Deleted.*

3. An officer proceeding independently on board a military transport or troop freightship will be liable to perform duty on board. In order that he may be attached to the Army in accordance with para. **127,** clause 3 (*c*), an order in writing signed by or on behalf of the air or other officer commanding abroad or by the Air Ministry authority issuing embarkation orders at home will be handed to the senior Army officer on board, and will specify that the air force officer (named) is ordered to do duty in the military transport or troop freightship (named) during the period of her voyage between the ports (named). Under Army regulations similar provisions apply to Army officers proceeding independently in air force transports or freightships (*see* para. **127,** clause 4 (*c*)).

943. Embarkation Returns—At Home.—The table on the following pages contains a summarised list of returns and nominal rolls, which are required (in addition to those specifically referred to in this chapter) in connection with embarkation, the persons responsible for their provision and the procedure for their disposal.

Digitized by Google

Form or Return required.	Contents.	Number to be prepared.	By whom to be prepared.	How disposed of.		Remarks.
				1st Stage.	2nd Stage.	
A.M. Form 862	Statement of 1st class passengers to embark.	6 copies	Air Ministry	All to E.O. ..	E.O. to check and sign and hand— (*a*) To O.C. troops. (*b*) To O.C. R.A.F. (*c*) Certified by O.C. troops and returned to Air Ministry. (*d*) Retained by E.O.	If O.C. R.A.F., is also O.C. troops, three copies only will be required.
A.M. Form 863	Statement of 2nd and 3rd class passengers to embark.	Do.	Do.	Do.	Do. Do.	Do. Do.
MS. Nominal Roll	Airmen (draft or individual airmen).	5 copies	C.O. of No. 1 R.A.F. Depôt or unit concerned.	All to be handed by the draft conducting officer to E.O.	E.O. to check and sign and distribute— (*a*) To O.C. troops. (*b*) To O.C. R.A.F. (*c*) Certified by O.C. troops to Air Ministry. (*d*) To C.O. of No. 1 R.A.F. Depôt or unit concerned. (*e*) Retained by E.O.	Separate sets of rolls should be prepared for each destination. *See also* remarks above.
Form 988 ..	Embarkation return by numbers and classes.	2 copies	Embarkation officer.	(*a*) To O.C. troops. (*b*) To Air Ministry. Certified by O.C. troops.	——	——

Digitized by Google

TRANSPORTS AND FREIGHTSHIPS—*continued.*

Form or Return required.	Contents.	Number to be prepared.	By whom to be prepared.	How disposed of.		Remarks.
				1st Stage.	2nd Stage.	
Board of Trade Form N. 10.	Embarkation return showing numbers of all passengers and names of 1st and 2nd class passengers.	2 copies	O.C. troops	Master of the vessel.	——	——
Board of Trade Form Tech. 16.	First inspection of hired ship.	2 copies		As directed on the form.		
Board of Trade Form Tech. 21.	Final inspection of hired ship.	2 copies		As directed on the form.		

Digitized by Google

SECTION IV.—HOMEWARD VOYAGES.

948. Officers returning Home.—1. An officer returning home for any reason, whether independently or accompanied by air forces, will bring with him for presentation to the embarkation officer at the port of disembarkation, a copy of the authority under which he left his station abroad.

2. An officer proceeding home on posting to the home establishment will, on arrival, comply with para. **333.**

3. An officer proceeding home on leave or sick leave will, on arrival, comply with para. **1377.**

4. An officer returning home for hospital treatment will, on arrival, be disposed of under arrangements made between the Air Ministry and the Army medical authorities at the port of disembarkation.

5. When an insane officer is posted to the home establishment a report will be made to the Air Ministry in time for arrangements to be made before his arrival.

949. Airmen's Clothing.—Airmen for discharge or transfer to the reserve should be warned against giving orders for plain clothes to unauthorised dealers on board ship or in the dock. They should be informed that, if they are not entitled to a free issue, they can obtain plain clothes and a greatcoat on repayment at vocabulary rates at No. 1 R.A.F. Depôt. *See* para. **2554.**

950. Airmen granted Leave.—The passage of an airman proceeding home on leave will be arranged as provided for in para. **1405,** and the airman himself will be instructed as directed in clause 3 of that para.

951. Disposal of Airmen and Families returning Home.—1. Airmen arriving from abroad will be disposed of by the embarkation officer at the port of disembarkation as follows:—

(*a*) The following will be sent to No. 1 R.A.F. Depôt:—

(i) Airmen returning to the home establishment for whom no posting orders have been received.

(ii) Airmen for discharge or transfer to the reserve.

(*b*) The disposal of airmen sentenced by court martial abroad and whose sentence is to be completed at home is dealt with in para. **1194,** *et seq.*

(*c*) An airman travelling with his wife who is being sent home for medical reasons will accompany her to her destination. If the airman himself is not on leave from abroad he will be posted to No. 1 R.A.F. Depôt.

(*d*) Invalids requiring hospital treatment and mental patients will be disposed of under arrangements made between the Air Ministry and Army medical authorities at the port of disembarkation. Women of unsound mind will not be sent to any air force station. If they have no home to be sent to, or friends to take charge of them, they will be handed over to their appropriate poor law authority. Pending arrangements for this purpose, the embarkation officer will make local arrangements for their safety. (*See* para. **3066** as to cabs.)

Digitized by Google

(*e*) Airmen for whom posting orders have been received will be sent with their families to their new stations.

(*f*) Families of airmen will be disposed of in accordance with instructions to be given by the Officer i/c Records.

(*g*) An airman on leave from abroad will be provided with a pass if he wishes to obtain a cheap return ticket to his home.

2. The O.C. troops, if an air force officer, or the O.C. R.A.F., if the O.C. troops is not an air force officer, will be responsible that officers, as far as they are available, are placed at the disposal of the embarkation officer, who will detail them as necessary to accompany the various parties or drafts to their destinations, taking with them the documents of the airmen concerned.

3. Instructions issued to the embarkation officer under clause 1 (*f*) will state whether public quarters or lodgings have been obtained for the family at the station to which the airman is posted. If accommodation has been obtained the airman will be sent with his family direct to that station. When, however, neither quarters nor lodgings have been reserved for the family the embarkation officer will issue railway warrants and baggage consignment notes for the conveyance of the family and their regulated quantities of baggage to the selected place of residence referred to in para. **3028,** clause 3 (*l*). If an airman desires to escort his family he may be given leave up to 72 hours. He will not, however, be granted a railway warrant for the journey to the selected place of residence nor for the journey thence to his station, but he will be entitled to claim a refund of the cost at authorised reduced rates of a direct journey from the port of disembarkation to his unit.

952. Change of Station Abroad—Families Sent Home.—When air forces proceed from one station to another, and their families are ordered home, a list will be sent to the Air Ministry, stating the rank and name of each officer or airman and the address at home to which the family has been, or will be, sent.

953. Families sent Home on Medical Grounds.—Immediately the wife or children of an airman eligible for family allowance are ordered home in consequence of ill-health, a report of each case will be made to the Officer i/c Records, stating the ship, date of embarkation and intended residence, and the authority under which passage is sanctioned. One copy of the medical board proceedings will be forwarded to the Air Ministry. The report of the board will state whether it is necessary that the husband should accompany his wife, such necessity being limited to very serious illness or insanity. Families will, as a rule, be sent home by a public opportunity, but when a case is so urgent as to render a passage by private packet necessary, a statement to that effect will appear in the medical report. The actual date of embarkation and any amendments will also be reported in the nominal rolls referred to in para. **897,** clause 5.

954. Report of Arrival to be made.—When a transport or freightship with air forces on board arrives at any port at home, a telegram will be sent immediately to the Air Ministry by the embarkation officer at the port. If there is no embarkation officer at the port the O.C. R.A.F. will despatch the telegram. The telegram will state the name of the ship, whence arrived, and details of the air forces on board.

Digitized by Google

Section V.—Embarkation.

959. Command of Forces Embarking.—The A.O.C.-in-C., Coastal Command, will be responsible for the discipline, and will see that preparation is made for the comfort of the air forces embarking at home; they will remain under his orders until the ship clears the port, and if the ship is delayed the embarkation officer will visit her daily and will keep the A.O.C.-in-C. informed of any matters which may arise.

960. O.C. Troops and O.C. R.A.F.—1. The O.C. troops will be responsible for furnishing to the master of the ship, as soon as embarkation is complete, returns in duplicate on Board of Trade forms which will be handed to him by the master; these returns are required to enable rations to be issued and will be accompanied by a list of the women and children showing the ages of the latter.

2. When the O.C. troops is not an air force officer, the O.C. R.A.F. will report to him as soon after his arrival at the port as possible, receive his instructions for the air forces, and arrange with him on the following matters:—

(*a*) Details of sentries at the port both on board ship and for the embarkation shed.
(*b*) Guards for detention rooms if any airmen are under detention.
(*c*) Supply of information in regard to the air forces.
(*d*) Any other matter affecting the air forces.

In the maintenance of discipline on board, he will be guided by para. **994**, a copy of which will be given to the O.C. troops.

3. An O.C. troops and O.C. R.A.F. will obtain from the embarkation officer returns as laid down in para. **943**, and a copy of instructions for guidance on the voyage.

961. Airmen to be Accommodated together.—Airmen taking passage in a hired transport on War Office account or freightship will, so far as possible, be accommodated together. If a complete unit is embarking the officers of the unit will remain in charge of their men. If drafts only are embarking, air force officers will be detailed to take charge of sections as may be found convenient.

962. Documents, &c., for the Voyage.—1. The embarkation officer will be responsible for the supply of stationery, air force and other publications, forms and orders for the use of the O.C. troops (if an air force officer) in accordance with the scales from time to time laid down; and for the supply of rolls, lists and information required for the voyage.

2. If the O.C. troops is not an air force officer, the embarkation officer will provide for the use of the O.C. R.A.F., all rolls, forms, &c., that may be necessary.

963. Custody of Ammunition.—Ammunition, public or private, will be delivered to an officer of the ship on the deck where it is first placed, none being allowed in the cabins or amongst the baggage. Any ammunition in the pouches will be collected before the airmen go below. When there is not a magazine the ammunition will be placed under proper charge in some part of the ship free from risk. Special authority will

Digitized by Google

be obtained from the Air Ministry for the shipment of private ammunition. All private guns and rifles will be packed separately and stowed in the gun-case room (*see also* paras. **868** and **869** as to the exportation of arms and ammunition, and para. **1019** as to the loss of ammunition).

964. Visitors.—At all embarkations in transports, visitors will be allowed on the jetties and ships only at the discretion of the embarkation officer and with the concurrence of the officer representing the Admiralty or Board of Trade, or in his absence the master of the ship.

965. Measurement and Packing of Baggage.—1. The C.O. of a unit to embark, or the C.O. of a station at which a draft is collected prior to embarkation, will cause all the baggage to be collected and measured.

2. An article measuring more than 30 cubic feet or weighing more than 6 cwt. will not be accepted for shipment.

3. Casks, hampers, carriages, motor cars, motor cycles and sidecars, carts, pianos, sporting guns and ammunition, and similar packages are not allowed as entitled baggage in transports and freightships and are therefore liable to rejection. If space is available non-entitled baggage may be shipped as indulgence baggage at owner's risk (*see* paras. **968** and **969**). The use of padlocks, cording, cleats for rope handles and other projections which may cause loss of stowage will be avoided.

4. Crates can be accepted only at owner's risk. Bicycles are authorised as entitled baggage on transports only. Before shipment they should be stripped, i.e. the handles should be removed and placed at right angles to the position they usually occupy, the pedals removed from cranks, the saddles removed, and the whole packed in a light framework crate of the smallest dimensions.

5. Explosive or inflammable articles will be excluded from any package. Methylated spirit, matches and fuses are strictly prohibited.

6. 1st and 2nd class passengers may be permitted to take on board transports privately-owned deck chairs of the ordinary canvas folding type, but shipment of "Singapore" chairs and other chairs of a fixed type which occupy a disproportionate amount of deck space will not be allowed except when, in the case of an invalid, a permit has been issued by the embarkation officer at the port concerned.

966. Marking and Labelling of Baggage.—1. Each article will have distinctly painted upon it, in front, the name and rank (if applicable) of the owner.

2. Detailed instructions as to the marking and labelling of baggage and a supply of the types of labels required will be issued to the passengers concerned, with their embarkation orders.

967. Statement of Baggage for Shipment.—1. The C.O. of a unit to embark, or the C.O. of a station at which a draft is collected prior to embarkation, will prepare a statement in detail of the baggage to be shipped and will send it by post to the embarkation officer so as to be received the day before the baggage arrives.

2. An officer or other person who proceeds independently of a unit or draft will forward his or her heavy baggage to the port so as to

Digitized by Google

arrive not less than 24 hours before the ship sails. The baggage will be addressed to the air force embarkation officer, and a descriptive list of it will be sent by post so as to arrive before the baggage.

3. *See* para. **3133** as to baggage consignment notes.

968. Embarkation Officer's Duties regarding Baggage.—1. The embarkation officer will keep a record of baggage embarked by individuals not arriving with the forces.

2. In addition to the articles referred to in para. **965,** articles liable to deterioration during the voyage, or which are in any way undesirable, or articles which are packed in an insecure or dangerous manner will not be accepted for shipment in transports or freightships. Any goods which do not appear to be personal or service baggage, or effects, may likewise be refused shipment.

3. Subject to clause 4, baggage belonging to or consigned to any officer or airman, or their families, not taking passage in the ship, will not be embarked unless special authority has previously been obtained in writing from the embarkation officer. The same rule applies to consignments for institutes, &c., of units abroad. On all occasions when unaccompanied baggage is shipped in transports, Form 779 " on baggage note " label, and Army Form G 959 will be used. The officer in charge of embarkation will be responsible for filling in the necessary particulars on Army Form G 959 and obtaining thereon the receipt of the master of the vessel concerned. Shipment of unaccompanied baggage not complying with these instructions will be refused.

4. Subject to para. **969,** the embarkation officer may allow excess baggage to be shipped in transports after he has provided for all entitled accompanied or unaccompanied baggage, subject (*a*) to there being sufficient space left in the baggage room for the entitled baggage likely to be shipped at intermediate ports; (*b*) to all such excess baggage being specifically vouched for by the owner, or if a unit is embarking, by the C.O.; (*c*) for unaccompanied excess baggage, to para. **969.** The voucher under (*b*) will give a full description of measurements of each package and will state the nature of the contents.

5. Space for non-entitled baggage will be allotted in the following order of priority:

(*a*) Additional necessaries connected with institutes or messes, pianos, cinema machines, cricket or sports gear, connected with the recreation of the air forces. Soda-water machines, unit printing presses, or such stores as are of benefit to air forces generally.

(*b*) Personal belongings, clothes, sporting guns and ammunition, saddlery or equipment of individual officers in order of juniority—preference being given to junior officers and airmen and their families who are proceeding as passengers in the transport.

(*c*) Furniture and other household requisites, including pianos, in cases, owned by individuals.

(*d*) Bicycles and motor cycles (crated).

(*e*) Motor cars.

(*f*) Other personal effects not specified above.

6. No claim can be entertained consequent upon the exclusion, for any reason, of excess or specially authorised baggage, even though previously authority for its shipment may have been given.

Digitized by Google

7. If in doubt, the embarkation officer will cause the total cubic measurement of the baggage to be embarked to be verified. He may also demand the opening of any package for inspection of contents, and in default of such opening may refuse shipment.

8. When the transport is taken up by the Army, the air force embarkation officer will act in conjunction with the military embarkation officer, and will give as regards the air forces any certificates required under para. **972.**

9. The following charges will be made to cover the cost of loading and unloading private motor cars carried in hired transports:—

(i) For cars weighing, packed, one ton or less £3
(ii) For cars weighing, packed, more than one ton £5

When cars proceed abroad from the United Kingdom the charges will be collected by the R.A.F. Embarkation Officer, Southampton. An A.O.C. abroad will make the necessary arrangements for collection before shipment.

969. Conveyance of Non-Entitled Baggage.—1. Applications for conveyance of non-entitled baggage will be addressed to the R.A.F. Embarkation Officer, Southampton, at home, and to the A.O.C. at stations abroad.

2. A memorandum will be despatched to the applicant specifying the conditions under which it can be accepted. If accepted, it will be despatched by public vessel only as opportunity occurs, and the applicant will be required to sign a certificate indemnifying the public against any claim for possible loss or damage, and for rail and storage charges.

3. The embarkation officer will arrange for custody of baggage while awaiting shipment and for its shipment as provided in para. **968.**

970. Inspection of Baggage Rooms.—Before the baggage is put on board, the embarkation officer (if the hired transport is on Air Ministry account) or the officer i/c baggage party will inspect the baggage rooms and, having seen that they are entirely clear, will sign the following certificate and deliver it to the master:—

" .....Ship.....
.....19.....

I hereby certify that I have this day inspected the baggage rooms and that they are entirely clear, and ready for the stowage of the baggage of the forces about to embark.

.....Signature, rank..... "

971. Shipment of Baggage.—1. (*a*) In transports, heavy baggage will, when practicable, be shipped on the day before the personnel embark. Baggage parties for dealing with the heavy baggage will be sent to the port one or two days before the embarkation of personnel commences, as may be directed by the authority ordering embarkation.

(*b*) Baggage parties, of such strength as the embarkation officer considers necessary, will bring the baggage to the slings, and stow it under the supervision of the officers in charge. A ship's officer and a party of seamen will be present in the baggage rooms to point out how

Digitized by Google

the baggage is to be stowed. Baggage for intermediate ports will be stowed separately, that for the furthest point of call being shipped first. The baggage parties will also unstow the baggage and remove it from the slings on disembarkation.

(*c*) The crew (or shore labour specially engaged by the shipowner) will sling and unsling the baggage on board, work the ship's winches or cranes, put on and take off the hatches, and act as hatchway men in connection with the loading or discharging of baggage.

(*d*) At ports abroad, the baggage parties will normally carry out the duties detailed in sub-clause (*b*), but if local conditions render it undesirable that these duties should be carried out by the forces, application will be made by the air or other officer commanding to the superintending sea transport officer for the engagement of shore labour to carry out such of the duties of the baggage party as he may consider the occasion requires. If, however, civilian labour under a military or air force service contract can be engaged, application need not be made to the superintending sea transport officer, but he must be informed of the particulars of the labour so employed and must certify on the contractor's claim whether any part of the expenses are recoverable from the shipowner. Copies of certified recoverable claims must be forwarded to the Air Ministry.

2. In freightships and packet vessels, the arrangements for shipment of baggage will conform to the usual practice of the shipping company.

972. Baggage excluded from Shipment.—1. If baggage within the amount allowed by the regulations is excluded from any transport or freightship for want of room, the embarkation officer will obtain a certificate from the master to that effect and prepare a statement of the baggage excluded. When the baggage of an individual officer is thus excluded, he will himself obtain the certificate. The embarkation officer will certify, in either case, that non-regulation baggage has not been shipped. These certificates will accompany any claim made for conveyance of the baggage on freight.

2. When air forces embark in a transport, any excess baggage that the embarkation officer has been unable to ship in the same transport will be dealt with under private arrangement to be made by its owner (but *see* para. **969**).

3. The carriage of excess baggage in a freightship will be a matter for private arrangement with the shipowner.

973. Families to embark First.—Women and children will, whenever practicable, be sent on board and berthed before the arrival of the forces.

974. *Deleted.*

975. Airmen under Detention.—Airmen under detention whose release is due on sailing will be kept in the detention room until the ship is clear of the harbour (*see also* para. **1215**).

Digitized by Google

976. Arrival on Board to be Reported.—Every officer ordered to embark in a transport, whether detailed for duty on board or not, will report himself in uniform to the O.C. troops. He will also sign the "arrival book." A lady embarking will also sign this book, as proof of having embarked. Any alterations in families not notified in accordance with para. **924** will be reported to the embarkation officer.

977. Leave.—The time at which leave to officers expires and the hour of sailing, which will be notified by the Board of Trade authority, will be conspicuously posted up on board. Leave will not be granted to a N.C.O., an aircraftman, or his family.

978. Marking and Storage of Arms.—1. When air forces embark with arms, a label showing the owner's official number, name, and unit should, before leaving the station at which the draft assembles, be gummed to the heel of the butt of each rifle and pistol, and to the scabbard of each bayonet. Slings will be removed from the rifles before the air forces embark, and will be packed with the remainder of the equipment.

2. If there is an armoury on board, the O.C. troops will place an officer in charge of it, who will see that the arms are stored therein, and will be responsible for their custody, issuing the key only when necessary for cleaning purposes during the voyage. When an armoury does not exist, and the arms are placed in racks, troops or airmen, as may be considered necessary by the O.C. troops, will be appointed to take charge of them.

3. Bayonets will not be packed in kitbags but will be retained in the custody of the airman, unless placed in the armoury or another store during the voyage.

4. *See* para. **963** as to storage of ammunition and para. **1019** as to losses of arms and ammunition.

979. Embarking Arms and Kitbags.—When the air forces arrive, the arms and kitbags will, if the ship be lying alongside the jetty, first be stowed under the direction of the embarkation officer. The arms will be stowed in the ship's armoury or as directed in para. **978.** The additional kitbag issued in accordance with para. **2531** will be regarded as the airman's light baggage, and, in order that it may not be too bulky for stowage in the special racks provided on the mess decks of transports, it will contain only such articles of clothing and necessaries as are actually required for use during the voyage (*see* A.M. Pamphlet No. 30). The bag originally issued will be packed with the balance of kit and regarded as heavy baggage. It will invariably be stowed in the kit room of the ship and will not be available for use during the voyage.

980. Telling off Messes.—The embarkation officer will tell off the forces to their messes. On arrival they will stow their sea kitbags in the racks over the mess tables. The hanging of greatcoats, &c., on hammock hooks is forbidden. Web equipment will either be packed in the kitbags or stowed in the equipment room. All loose gear not already specified will be stowed in the overhead racks.

Digitized by Google

981. Dinners on Embarkation.—Dinners for the day on which air forces embark in transports will be prepared on board, unless timely notice is sent to the embarkation officer, who will inform the master that the meal will not be required.

982. Liquors Prohibited.—Passengers on transports are prohibited from taking or receiving on board any wines, spirits, or malt liquors.

983. Duties of Officers on Embarkation.—1. An officer in charge of a draft will, as soon as possible, report to the O.C. R.A.F. and the O.C. troops on board, and ascertain from the adjutant the details required from his draft and the hours for issue of bedding and for meals. One officer must always remain on board with each draft.

2. Immediately after embarkation officers will satisfy themselves of the proper allotment of airmen to berths and messes, that the arms, accoutrements and ammunition, if any, are properly disposed of in accordance with paras. **963** and **978**, and that their hammocks and bedding, when served out, are marked. Airmen should, as soon as possible, be instructed in rolling bedding and slinging hammocks.

984. Bedding and Mess Utensils.—1. An issue and receipt voucher for bedding and mess utensils will be obtained from the issuing officer on board a transport by officers in charge of drafts, and by passengers unattached to a draft, and filled up as soon as possible after arrival on board, the bedding being drawn on the following scale:—

——	Mattress.	Pillow.	Hammock.	Blankets.
N.C.O. above corporal ..	—	1	1	2
Corporal and below	—	—	1	2
For each woman and child of eight years old and upwards, or two children one to eight years old	1	1	—	2

2. Supplies for N.C.Os. and aircraftmen are made in sets consisting each of one hammock with tally and two blankets, all attached together. The tallies are marked on board with the number of the mess and the airman's mess number. The articles will be kept fastened together while in use. Instructions in regard to the folding of bedding will be supplied to the N.C.Os. in charge of messes.

3. On homeward voyages (including those from India) in ships due to arrive in England between 1st November and 30th April one extra blanket will be issued in addition to the two mentioned in clause 1. On outward voyages commencing between these dates an extra blanket may be issued at the discretion of the O.C. troops.

4. The officer in charge of each draft will be present at the first issue of bedding, and will be responsible for the amount taken over by him. Airmen will be mustered with their bedding as soon as possible, to see that it is complete and that each has his own bedding.

Digitized by Google

5. A list of utensils issued to each mess is printed on the back of the mess roll. The N.C.O. in charge will check the articles on arrival at his mess and sign the receipt portion, which will be given up by the mess orderly at the first issue of rations, to the representative of the master of the ship.

6. Bedding for hospital use will be drawn by the medical officer in charge from the master.

985. Places of Parade.—The places where the forces are to fall in for parade will be settled as soon as possible after embarkation by the O.C. troops in conjunction with the master.

986. Duties to be provided for.—1. A guard of a sufficient number of N.C.Os. and aircraftmen will be detailed daily to provide all necessary sentries, the requisite number of sentry posts being determined by the O.C. troops in conjunction with the master. The guards will be divided into three reliefs (four hours on and eight hours off duty).

2. A party of airmen, to be styled "boat party," will be told off to assist the ship's officer in clearing away boats, when necessary, at fire and collision stations. Also, parties of one N.C.O. and two aircraftmen, to be styled "fire and collision" parties, will be detailed to be stationed on the upper deck and on each troop deck to assist the ship's officers in screwing on hoses, securing hatches and utilising fire extinguishers. If possible, the boat party and the fire and collision parties will be permanent, but they will also be available for general duties.

3. The O.C. troops will arrange, in conjunction with the master or some officer deputed by him, for the forces to be exercised in fire and collision stations and to be instructed in the method of wearing lifebelts, before leaving the precincts of the port of embarkation, even if the sailing of the ship is delayed thereby.

4. The following duties will also be provided for:—

(*a*) Police (for whom special badges are provided).
(*b*) Orderlies.
(*c*) Assistants to ship's cooks and bakers, if requisitioned by the master.
(*d*) Hammock stowers.
(*e*) Working parties as necessary.

5. It is desirable to appoint a N.C.O. as "Sanitary N.C.O." to be responsible for all latrines, wash-houses, &c., and to supervise working parties detailed for those parts of the ship. He will report any defects to the officer of the day.

6. When the O.C. troops is not an air force officer, the O.C. R.A.F. will be responsible for the provision of the proper quota of airmen for carrying out their share of the duties referred to above.

987. Bands.—Bands are not to play on coming into or leaving harbour unless the master notifies that this will not interfere with the working of the vessel.

Digitized by Google

988. Safes.—In the cabin of the O.C. troops in every transport a safe is placed, in which valuables (including medals and decorations) belonging to the forces may be deposited. On embarkation the master will hand the keys in a sealed envelope to the O.C. troops, who will have the safe entirely under his control. The keys will be returned to the master on disembarkation. Each O.C. troops will, on disembarkation, put the keys in a sealed envelope, personally addressed to the master, the next O.C. receiving them from the latter. On board freightships the shipowners usually make arrangements to receive valuables for custody.

Section VI.—Duties on Board Ship.

993. Command and Responsibility.—1. All officers entitled to passage (with the exception of half-pay or retired officers) are available for duty.

2. The O.C. troops will in ordinary circumstances be appointed by the department on whose account the transport is running, and will normally be the senior effective combatant officer of the service concerned who is available for duty under clause 1. He will exercise command over all the forces on board as laid down in para. **126** and to the extent prescribed in the Army Act and Air Force Act and the regulations made under those two Acts. When, however, air forces are embarked in a hired transport on War Office account and no air force officer is present with them the airmen will, under the provisions of para. **127,** be subject to military law. Similarly, when troops are embarked in a hired transport on Air Ministry account and no officer of the regular military forces or air force officer attached to the regular military forces is present, the soldiers will be subject to air force law

3. When the O.C. troops is not an air force officer, the O.C. R.A.F. will exercise command as laid down in para. **126.**

4. If an officer who has been appointed O.C. troops becomes non-effective through illness or otherwise, the command will devolve on the next senior effective combatant officer of the service concerned who is available for duty under clause 1.

5. If a grave emergency arises, it may become the duty of a combatant officer on the active list, whether belonging to the Army or the R.A.F., who is senior to the officer appointed O.C. troops, to assume command during the continuance of such emergency. The responsibility for deciding that the emergency is sufficiently grave to warrant his assuming the command will rest with the officer concerned.

6. The O.C. troops, while maintaining discipline among the forces will remember that the master of the ship has lawful authority to maintain order amongst all on board and to ensure the safety of his ship and passengers, for which he is entirely responsible. In case of fire or emergency, the O.C. troops will remember the responsibility of the master and render him every assistance, without attempting to take the command out of his hands.

7. When there is a sea transport officer on board he is the medium of communication between the O.C. troops and the master of the vessel, but he has no direct authority over officers, soldiers or airmen. As representative of the Director of Sea Transport, his concurrence will

Digitized by Google

be obtained in all arrangements made, other than those of a purely military or air force nature. The O.C. troops will assist him in carrying out the duties imposed upon him by the Regulations for H.M. Sea Transport Service.

994. Discipline on Board Ship.—1. When air forces and military forces are embarked together, each under its own officers, the joint order by the Army Council and Air Council applying Section 184A, Air Force Act, gives power of command to officers, warrant officers and N.C.Os. of each service in their relations with the other service, but it does not give the power of punishment. Where, therefore, an offence is committed, whether it is of a purely air force nature or in defiance of, or in neglect to obey, a lawful order given by a military authority, the responsibility for maintaining discipline rests entirely with the O.C. R.A.F., who will deal with offences in accordance with para. **1138.**

2. Unless a warrant to convene and confirm courts martial has been given to the O.C. R.A.F. in accordance with para. **941,** the trial of any serious offences must, as a rule, be deferred until an opportunity is afforded to hold a court martial at the offender's destination. If, in exceptional circumstances, it appears likely that an opportunity may arise at an intermediate port to hold such a court, the O.C. R.A.F., if he considers such a course desirable, will request telegraphic instructions to be given to him by the air or other officer commanding at the intermediate port. The air or other officer commanding to whom such an application is made, on deciding upon the action to be taken, will be guided by the consideration as to what delay and consequent expense are likely to be incurred by convening and holding a court martial within his command.

995. Wearing of Uniform and Plain Clothes.—1. *Transports.*—Uniform will be worn by officers and airmen on embarkation; relaxation of this rule will be approved only in exceptional circumstances. During the voyage, officers and airmen not on duty may wear plain clothes after Captain's rounds at the discretion of the O.C. troops, provided that personnel are properly dressed for meals and that officers wear mess undress uniform at dinner.

2. *Freightships.*—(*a*) When 250 or more adult passengers embark, uniform will be worn by all ranks as in a transport.

(*b*) When 50 or more, but less than 250, adult passengers embark, plain clothes may be worn by officers embarking, except the O.C. troops and any other officer required for duty and instructed in embarkation orders to embark in uniform. Airmen will embark in uniform. The wearing of plain clothes by all ranks during the voyage will be at the discretion of the O.C. troops.

(*c*) When less than 50 adult passengers embark, all officers may wear plain clothes unless instructed to the contrary. Airmen will embark in uniform. The wearing of plain clothes by all ranks during the voyage will be at the discretion of the O.C. troops.

3. *Packet vessels.*—Uniform need not be worn on embarkation or during the voyage.

4. Embarkation orders will state whether uniform must, or plain clothes may, be worn at the time of embarkation.

Digitized by Google

996. Number of Officers required for Duty.—When there are more than two officers of the rank of captain or flight lieutenant on board besides the O.C. troops, a " captain of the day " (or " flight lieutenant of the day " in vessels taken up by the Air Ministry) will be appointed, to whom the officer of the day and the officer of the guard will report all unusual occurrences for the information of the O.C. troops. In transports, when the forces on board total not less than 800 of all ranks, the number of officers required for daily duty, in addition to the officers referred to in para. **935,** is usually the officer of the day and three officers of the guard. In freightships, or when the numbers are less than 800, a smaller number suffices.

997. Non-Entitled Officers—Duty.—1. If the number of officers entitled to passage will not permit of the officers having one day off to one day on duty, with a spare officer to meet casualties, the O.C. troops will select, in consultation with the O.C. R.A.F. as far as air force officers are concerned, the necessary additional officers from those on board who are not entitled to passage at the public expense.

2. Should it be necessary to detail for duty an officer who is not entitled to a passage, the O.C. troops will furnish the master with a copy of his order placing the officer on duty, and will hand to the embarkation officer at the port of disembarkation, for transmission to headquarters, a report showing the exceptional circumstances in which the officer's services were required. This report will be accompanied by a list of all officers entitled to passage, showing whether each was available for duty or not. For ordinary duties the officers belonging to units should suffice for their units. In freightships, officers, in addition to those attached to the forces on embarkation, will not be placed on duty except in unavoidable circumstances, a full report of which will be made to the Air Ministry for air force officers and to the War Office for Army officers. An officer on leave under Indian rules will not, unless absolutely necessary, be detailed for duty.

998. Completion of Duty to be Reported.—On the completion of his tour of duty an officer will report to the O.C. troops or the ship's adjutant.

999. Airmen for Duty on Board.—1. All N.C.Os. are available for duty, and will be attached to those drafts which have an insufficient number of N.C.Os.

2. Airmen on leave at their own expense from stations abroad or returning home for discharge by purchase will not be required to do duty, including working parties, on board ship, unless the number of airmen available is insufficient for the performance of the necessary duties; they must, however, conform to the ordinary rules of the ship. The performance of duties gives no claim to refund of passage money.

3. Acting unpaid N.C.Os. may be appointed for the voyage, but when forces are disembarked during the voyage these acting appointments will be reduced in proportion.

1000. Daily Inspection.—1. The O.C. troops will ascertain from the sea transport officer, or master, the hours at which they wish to make their daily inspection of the ship. The O.C. troops, accompanied by the medical officer in charge, will, at the same time, inspect all parts of the vessel appropriated to the forces.

Digitized by Google

2. Orders will be given for cabins to be vacated for cleaning and daily inspection at a fixed hour, and for servants to be in attendance at their cabins.

3. An officer will inspect the women's quarters daily at a fixed hour. Blankets will be folded singly and placed at the foot of each occupied bed, so that deficiencies in bedding can be detected. Inspection of mess utensils and reports of deficiencies therein will be made at the same time.

1001. Employment of the Forces on Coaling, &c.—1. Where the forces are called on to perform duties as stokers, stewards, &c., on board transports owing to the failure or inability on the part of the steamship company to provide civilians for this purpose, arrangements should be made by the O.C. troops with the master for payment by the latter to the O.C. troops at the full civil rates for the services rendered. The master has authority to arrange with the O.C. troops for volunteers from the forces to assist the engine-room complement, if it is found necessary for any reason to increase the speed of the ship beyond the normal.

2. If the civil pay of the class whose work the airman performs is an inclusive rate from which the civilian pays for his food, &c., the airman employed should be paid by the O.C. troops at this rate, less 3*s.* 6*d.* a day. If the civil rate is exclusive of rations in kind (i.e. so much a day with free food) the deduction made should be 2*s.* a day. This procedure should be carried out irrespective of the terms on which the transport vessel is hired, but the O.C. troops will always furnish a report to the Air Ministry to enable any necessary adjustment to be made with the Board of Trade.

3. The rate of payment for the services of the airmen will be fully agreed upon before any airmen are lent. The O.C. troops will collect the total payment from the master, and from the amount received will pay the airmen the amounts due to them. The balance will be handed over by him to the air force officer in charge of disembarkation.

4. The O.C. troops will prepare a certified statement in duplicate containing a nominal roll of the airmen employed, the amounts paid by the master, the amounts paid to the airmen, and the balance to be handed over to the officer in charge of disembarkation. One copy of this statement will accompany the balance handed over to the officer in charge of disembarkation and the other will accompany the report to the Air Ministry.

5. The officer in charge of disembarkation will forward the statement and balance handed over, if at home, to the Air Ministry and if abroad, to the headquarters of the command concerned.

1002. Duties of Officer of the Day.—1. The officer of the day will be referred to in all matters not requiring the intervention of the O.C. troops. He will give assistance to the officers of the ship. He will attend when hammocks are taken down and will see them stowed at 0600 hours. He will ascertain from the master if bedding can be aired and will see it secured in the places set apart for the purpose. He will see that troop-decks are swept after hammocks are down, and before and after each meal: also that troop-decks and women's quarters are cleaned at the regulated time. He will report to the O.C. troops and accompany him when he inspects the decks. After troop-decks are

Digitized by Google

cleaned, he will cause police to be posted with orders not to permit any soldiers or airmen, and women or children, to go below. The police will be taken off at 1100 hours, when the forces may go below again.

2. At meal times the officer of the day will see that the men are present at the messes.

3. He will see that lights (except those required to burn all night) are put out on the troop-deck at 2130 hours and will report accordingly to the O.C. troops.

4. *See* para. **996** as to reporting to the captain or flight lieutenant of the day.

1003. Duties of Officer of the Guard.—The officer of the guard will remain on deck unless on duty elsewhere. Whenever his men are called he will attend with them and see that the wishes of the ship's officer of the watch are carried out. He will inform the master when men in custody, or mental patients, are on deck for exercise, and also when they have been replaced in the guard room or mental ward. He will visit the sentries hourly during the day and night, see that they are on the alert, that there is no smoking in prohibited places, and no lights except those allowed. He will cause a N.C.O. to visit the sentries every half hour during the night. He will be responsible for seeing that all sentries posted on prisoners' cells are thoroughly instructed as to the manner of locking and unlocking cell doors.

1004. Duties of Medical Officer in Charge.—1. The medical officer in charge will furnish the O.C. troops daily with a sick report, and will demand before 1030 hours daily the medical comforts, &c., required and give the master a receipt when required. In transports he will take sanitary and medical charge of the ship and, in conjunction with the ship's doctor, of the crew, and will frequently inspect the quarters occupied by the crew, calling attention to any neglect of cleanliness. He will take care that the bilges are kept sweet, and a good sanitary condition maintained. Deaths will be promptly notified in writing to the master by the medical officer, for insertion in the ship's log. On the day following embarkation, except on a coastwise voyage at home, the forces will be inspected by the medical officer. An inspection will also be made on the day before disembarkation, and cases of disease will be removed to their destination under medical supervision.

2. Money and other valuables of the sick will be noted in the hospital receipt book, taken over by the ward master, and handed over to the O.C. troops, a receipt being obtained from him.

3. Medical statistical returns will be rendered in accordance with the regulations but only one Form 38 for each class of patient shown in A.P. 1269, para. 122, will be rendered for the complete outward and homeward voyage. The forms on completion will be forwarded to the Air Ministry by the officer in medical charge on the homeward voyage.

4. The medical officer in charge will prepare during each voyage a nominal roll showing name, disability, and period of treatment of all personnel treated on board who are liable to hospital charges under para. **1545**, clause 1 (*a*) (ii). The nominal roll will be handed to the command accountant at the command of disembarkation.

1005. Rules for Sentries.—1. At sea, sentries will wear a distinctive belt; in harbour they may be armed at the discretion of the O.C. troops.

Digitized by Google

2. Each sentry will be furnished with written orders. Sentries will report persons acting contrary to orders, and will prevent—

(*a*) blocking up ladders;
(*b*) spitting on deck or over the side;
(*c*) throwing dirt or slops over the side or on the deck;
(*d*) forces from going aloft;
(*e*) any person sitting on the side rails, bulwarks or rigging;
(*f*) any soldier or airman, woman or child from going into any part of the ship appropriated for use of the crew;
(*g*) the hanging of clothes or bedding in other than appointed places;
(*h*) smoking, except in the authorised parts of the ship and during smoking hours;
(*j*) any person from leaving his hammock or bed after the rounds have passed, except to go to the latrines;
(*k*) any soldier or airman from entering the latrines for women and children, or the latter from entering the men's latrines.

3. The O.C. troops will take steps to ensure that sentries do not interfere needlessly with the officers and crew of the ship.

1006. Discovery of Fire.—Should a sentry or anyone else discover fire, he will, immediately, quietly acquaint the ship's officer of the watch on the bridge, for which purpose a sentry may temporarily quit his post. The necessity for carrying out orders thoroughly and in silence on the occurrence of fire will be impressed on the forces.

1007. Fire and Collision Alarm—Duties.—The following rules to be observed on the fire or collision alarm being given are generally applicable, but they may be modified to meet the regulations of the various companies to which the vessels may belong:—

(*a*) The forces, with the exceptions noted below, will fall in at the places assigned for parade, facing outwards, and as far back to the centre of the ship as they can get.

(*b*) Guard with mental patients and men in custody on the forecastle. Women and children on the poop, in charge of a senior N.C.O. except at night, when they will remain in their quarters. Troop-deck sergeants and mess orderlies at the messes for which they are responsible. Orderlies for the women's quarters in those quarters. A senior N.C.O. and party will fall in at the magazine.

(*c*) The boat party will fall in on the boat-deck and the fire and collision parties at their stations (*see* para. **986**).

(*d*) Orderlies will close scuttles and water-tight doors without further orders.

(*e*) The guard will at once provide two armed sentries for each boat and raft station, an armed sentry on the spirit room, and double the sentries on men under arrest or detention.

(*f*) Men will double up to their places as quickly as possible in any dress. On each troop-deck there is usually a steam fire connection and hose ready for use. This will never be touched by the forces unless fire is actually discovered, when the men on the deck where the fire is may open the cock to turn on the water, at the same time quietly and quickly reporting the fire to the ship's officer on the bridge.

Digitized by Google

(*g*) The O.C. troops with one or more selected officers will go on deck to preserve discipline and carry out the directions of the master.

(*h*) The adjutant, with the warrant officer, will at once proceed to the fire and assist the ship's officer.

(*j*) Officers and men of the medical branch will proceed to the hospital and prepare to move the sick as may be directed.

(*k*) The officer detailed to carry out the duties of quartermaster will see that all cabins are clear, and then remain in the saloon to which the ladies and children, who will be under his charge, will proceed.

(*l*) All officers to whom duties are not assigned, and all civilians and second-class passengers, will repair to a place which will be allotted for them on the upper deck.

(*m*) In ships carrying horses, as many men as can be spared will be sent to stand at the horses' heads to keep them quiet.

See para. **986** as to exercises before sailing and para. **1015** as to parades on the voyage.

1008. Troop-Deck N.C.Os.—Duties.—Printed instructions for troop-deck N.C.Os. will be issued on board. They will report to the officer of the day at 1100 hours and again at 2130 hours that their decks are ready for inspection.

1009. Officers not to Converse with Crew on Duty.—An officer will not hold any conversation with the ship's officer of the watch, the ship's quartermaster, or the seaman at the wheel, and he will not go on the bridge without permission.

1010. Saloon Hours.—The saloon will be cleared and all lights extinguished at such time as may be required by the master of the vessel.

1011. Smoking and Lights.—1. Smoking will be allowed only in such parts of the ship as may be indicated by the master. To guard against fire, lanterns for lighting pipes are provided, and matches, other than of the safety type, will not be used on board. When the wind is too high to allow of cigarettes being smoked with safety (and of this the master will be the judge) the O.C. troops will give directions accordingly.

2. Lights, other than the regulation police and safety lamps, will not be permitted on the troop-decks. The ship's lamps will never be opened except by the ship's officers or the appointed lamp trimmers.

1012. Appropriation of Parts of the Ship.—1. Decks are specially appropriated to the forces who will never go into any part of the ship allotted to the crew, nor will the crew be allowed to go on the troop-decks except in the performance of their duties.

2. A soldier or airman will not go into the women's quarters unless he is detailed to keep them clean (*see also* para. **1005**).

1013. Sleeping on Deck.—When sleeping on deck is permitted, bedding will not be allowed there except at hours to be fixed by the O.C. troops and the master.

1014. Physical Exercise.—Arrangements will be made so that every officer and soldier or airman, not excused by the medical officer, shall be given physical exercises for one hour every alternate day. Squads of not more than 25 men should be formed and placed in charge of qualified N.C.Os. (if possible), who will instruct them under the direct supervision of the officer or officers in charge. An officer in charge of a draft or

Digitized by Google

the C.O. of a unit will keep a diary of the attendance of his men and will be present when they are exercised. Voluntary physical exercise will be encouraged and a place and hour appointed for it. When possible, assaults-at-arms will be arranged.

1015. Parades.—1. If a complete unit is embarked all ranks will parade with arms and accoutrements once a week. Officers will see that necessaries are complete, and that arms and accoutrements are in serviceable order.

2. Frequent parades with life-belts will be held to ensure that the belts are in good condition and ready for use in an emergency. After a life-belt parade steps will be taken to ensure that all life-belts are returned in good condition to the proper stowage places (boxes or racks) and only removed by order of a ship's officer or in an emergency.

3. The regular morning parade will be held at 1000 hours, when every man, unless prevented by sickness, will be present. Cooks will appear on parade once a day.

4. Recruits or backward airmen will be drilled, when practicable, for an hour in the forenoon and an hour in the afternoon.

5. By 1015 hours on Sundays, all ranks will be ready for divine service, when weather permits. If there is no clergyman on board, and the master does not undertake the duty, the O.C. troops will arrange for its performance.

6. The forces will be exercised in fire and collision stations at frequent intervals during the voyage.

1016. Daily Routine.—1. The daily routine for the forces will be as follows:—

Bells.	Time. Hours.	Meaning.
4	0600	Turn out and stow hammocks.
5	0630	Orderlies draw bread and butter.
—	0715	Draw and sit down to breakfast.
—	0745	All cleaning working parties parade. Troop-decks cleared by police.
8	0800	Mount guard.
3	0930	Sweepers parade and sweep upper decks.
4	1000	General parade and inspection of troop-decks.
5	1030	Orderly room. Bedding for airing to be brought up on deck.
6	1100	Issue of beer. Forces allowed below.
8	1200	Draw and sit down to dinner.
2	1300	Sweepers parade and sweep upper decks. Troop-decks cleared by police and swept.
4	1400	Forces allowed below.
2	1700	Draw and sit down to tea.
3	1730	Sweepers parade and sweep upper decks. Troop-decks cleared by police and swept.
4*	1800	Draw hammocks.
1	1830	Forces allowed below.
—	2000	Draw and sit down to supper.
2	2100	Sweepers parade and sweep upper decks.
3	2130	Stop smoking. Everyone, except guard and police, to go below.
—	2145	Rounds. Every man to be in bed.

* Or at the discretion of the O.C. troops.

Digitized by Google

2. The daily routine for women will be as follows:—

Bells.	Time. Hours.	Meaning.
6	0700	Roll up bedding.
—	0745	Breakfast.
—	0845	Women's quarters cleared until after rounds for cleaning.
8	1200	Dinner.
2	1300	Women's quarters cleared until 1400 hours.
2	1700	Tea.
—	2000	Supper.
2	2100	All women go below. No man allowed in quarters until 0800 hours.
—	2145	Rounds. All women and children to be in bed.

3. The routine given in clauses 1 and 2 will not be accelerated by more than half an hour on the day of disembarkation at home. If the ship is delayed on the day of disembarkation or during bad weather, women and children will not be kept out of their quarters longer than is absolutely necessary. If the weather is inclement on the day of disembarkation, a special working party will be detailed to clean up the women's quarters after the families have disembarked.

4. Once a week all bedding and boxes in the women's quarters will be taken on deck to be aired (if weather permits) and the berths and quarters will be scrubbed with hot water and soap.

1017. Bugle Calls and Signals.—The following order will be explained to all buglers and the forces as early as possible after embarkation:—

(*a*) General bugle calls:—

Stand fast—Man overboard -	Everyone to remain still.
Silence - -	Those below will remain there.
Continue - - - - - -	Carry on—that is, continue your business.
Retire - - - - - -	Everyone off upper deck but the guard.
4 Gs - - - - - -	Sweepers.
4 Gs and double - - -	Swabbers.
Charge - - - - - -	Permission to smoke.
Lights out - - - - - -	Leave off smoking.
Fire Alarm—Fire and collision	Forces fall in at their respective stations. All others remain quiet.

(*b*) The following ship's signals are in general use:—

For fire, the bell is rung violently, strokes in quick succession.

For collision, the bell is rung quickly, followed by several short blasts on siren or whistle.

At these signals, all buglers will sound the necessary calls.

For man overboard, the steam whistle is sounded several short blasts in quick succession.

At this signal the bugler on duty will if ordered by the officer of the watch, at once sound the "stand fast."

Digitized by Google

1018. Troop-Decks—How Cleaned.—1. Salt water will not be thrown on the troop-decks. They will be swept, then scrubbed with hand-scrubbers and carbolacene or soft soap, and dried with the flannels provided for that purpose. Scupper plugs will not be removed.

2. In weather which will not permit of the forces being sent on deck, the troop-decks will be sanded with hot, dry sand, and well swept, no water being used, and in cold and damp weather they will be cleaned in the same manner, or with hot water and brushes, as may appear most suitable. Requisites for cleaning decks will be issued by the master, and will be drawn by troop-deck N.C.Os.

1019. Stores—Mustering of—Losses, &c., to be reported.—1. Every morning reports will be obtained from N.C.Os. of messes as to any articles issued to them which may be missing or damaged; the names of the members of the forces to whom the loss or damage is chargeable will be reported.

2. Bedding, and mess and other utensils will be checked frequently during the voyage, and always on the day after departure from, and before arrival at, each port. Bedding will be checked and taken into store before disembarkation commences, and the mess utensils after the last meal on board.

3. Stores and equipment issued for use in transports will be received and accounted for in the same manner as they would if furnished in barracks by the service to which they belong.

4. Should a report be made of considerable loss of, or damage to, stores or equipment or bedding, a board will be assembled to investigate the matter, and the O.C. troops will fix the responsibility for the loss or damage. Copies of the proceedings, supported by an extract from the ship's log, will be handed to the master and the officer in charge of disembarkation.

5. If any loss of arms or ammunition should be discovered on board the O.C. troops will furnish the civil, military and air force authorities at each port at which the ship has called or is to call during the voyage, including the port of embarkation, with a full description of the missing articles, and will request that every endeavour may be made to trace them.

6. Any damage to, or loss of, mess or other utensils and shipowners' stores will be notified to the master.

1020. Settlement of Claims for Losses, &c.—1. Charges against the forces for ship's damages are classified as follows:—

(*a*) Loss or damage to government bedding and stores.
(*b*) Wilful loss or damage to shipowners' stores (such as mess utensils, &c.).

2. The forces are liable for the loss of all government stores and for damage thereto other than by fair wear and tear. All such losses and damages will be traced to the individuals responsible and a signed statement obtained, acknowledging damage. Where it is not possible to assess charges for losses of government bedding or stores to the individuals responsible, a general or proportionate charge may be made against the whole or part of the forces. A nominal roll will be submitted, in duplicate,

Digitized by Google

signed by the O.C. troops, and attached to the lists prepared in accordance with clause 5 and disposed of in accordance with clause 9.

3. The forces will not be held liable for the loss of or damage to shipowners' stores unless there is evidence of gross carelessness or wilful damage on their part. When this liability is established by the certificate of the O.C. troops, charges will be preferred accordingly, and the master's prices for the articles will be accepted provisionally, if considered reasonable. The amounts so charged will not exceed the rates for new articles according to the master's invoices.

4. The record of wilful loss of, or wilful damage to, government stores will be prepared on Board of Trade Form T. 282. This form will also be used for records of wilful loss of, or wilful damage to, shipowners' stores. Losses of or damages to shipowners' stores which are not considered by the O.C. troops to be caused by gross carelessness or wilful damage on the part of the forces will not be shown on the form. (The government pay an allowance to shipowners to cover such wastage.)

5. The O.C. troops will be responsible for seeing that two lists (one for government stores and one for shipowners' stores) of losses and damages are kept as the voyage proceeds and are completed as soon as the final check of stores in the custody of the forces or their families has been made.

6. The lists referred to in clause 5 will be in duplicate and separate lists will be kept for each service concerned (if the forces consist of personnel from more than one service) and for each command to which the forces are proceeding. They will contain information as to the official number, rank and name of the rating, soldier or airman concerned, his unit or regiment, if known, the name and price of the article lost or damaged, and the amount chargeable to each rating, soldier or airman concerned.

7. Loss and damage traced to the women's quarters will be charged against married men only. If loss or damage is caused by men under sentence from whom recovery is not practicable, a charge will not be made against the forces in respect of such loss, and a certificate to this effect will be furnished by the O.C. troops.

8. Where the forces consist of more than one service, the O.C. troops will keep in touch with the officer (if any) in charge of any forces on board not of the service to which the O.C. troops belongs, and when the lists are completed and agreed as provided for in clause 9, will obtain that officer's signature to any charges to be made against the personnel for whom he is responsible. If there is no officer in charge of forces of another service, then the O.C. troops will proceed as if such forces were of the same service as himself, and the N.C.O. in charge of the party will also sign the vouchers.

9. At the termination of the voyage the O.C. troops will notify the master of the articles for which he holds the forces responsible, and will be required by him to sign a voucher (Board of Trade Form T. 282) certifying the government bedding that has been lost and is chargeable to the personnel conveyed. The O.C. troops will also be required to sign a separate voucher in respect of wilful losses of shipowners' stores. Any amendment of the charges against members of the forces will be made in their presence. In both cases these vouchers require certification

Digitized by Google

by the O.C. troops that a copy has been handed to the officer in charge of disembarkation to enable recovery to be made from the men concerned. The O.C. troops will not sign any certificate accepting responsibility for losses of shipowners' stores when the value is not recoverable from individuals or the forces, i.e. when the loss is not due to gross carelessness or wilful damage. When the O.C. troops is satisfied that the forces are not responsible for losses of government stores issued, he will give the master a certificate in respect of such losses stating fully the cause of the loss and the reason why it is chargeable to the government. If necessary, a court of inquiry should be assembled to inquire into the loss. An inquiry may also be held at the request of the master into the loss of any stores occurring on board even though they were not issued to personnel conveyed.

10. On arrival at a port of disembarkation of any forces against whom charges are to be made, the O.C. troops will submit the lists prepared, as laid down in clause 5 to the officer in charge of disembarkation for each service at the port. The lists relating to airmen will be disposed of by the air force officer in charge of disembarkation, as follows:—

(*a*) One copy will be forwarded to the accountant officer, No. 1 R.A.F. Depôt, when disembarkation takes place at home or to the accountant officer for headquarters services when disembarkation takes place abroad. Acknowledgment of receipt will be obtained from the accountant officer.

(*b*) The other copy will be returned to the O.C. troops endorsed "Certified that a copy of this list with particulars of individual liability has been forwarded to the accountant officer . . ."

(*c*) Recoveries from airmen on leave at home from India will be made from their pay by the India Office, particulars of claims being reported to the Air Ministry by the officer in charge of disembarkation.

Lists of shipowners' stores that have been lost or damaged without any evidence of gross carelessness or wilful damage on the part of the forces will be retained by the officer superintending disembarkation and not forwarded to the accountant officer as in (*a*) above.

11. No recoveries in cash will be made from the forces at the time, either for government stores or shipowners' stores, and no payments will be made to the ship's representative.

12. On receipt of the lists of charges the accountant officer referred to in clause 10 (*a*) will take the necessary steps to debit the airmen's accounts. If any of the airmen after disembarkation have proceeded to another command, the accountant officer will forward to the accountant officer of that command a certified statement of the charges against the airmen, and will affix a duplicate of the statement to the list rendered with the account in which the remainder of the amounts are credited to the public. Amounts recovered in respect of losses or damages to government bedding or stores will be credited to the miscellaneous appropriation-in-aid subhead of the transport vote. Amounts recovered in respect of losses or damages to shipowners' stores will be credited to the Board of Trade.

1021. Change of O.C. Troops and of Units.—1. When the O.C. troops is changed at an intermediate port, and there is not on board an accoun-

Digitized by Google

tant officer appointed for duty on the whole voyage, the accounts will be closed, and stores for which the outgoing officer is responsible, together with the vouchers connected therewith, will be handed over. Written orders received at the first port of embarkation will also be transferred. A certificate that this has been done will be handed to the embarkation officer at the port.

2. If the accountant officer is to be changed at an intermediate port his accounts will be dealt with in a similar manner to that laid down in clause 1.

3. When exchange of units or drafts takes place at an intermediate port, the necessary officers and N.C.Os. will board the vessel with the embarkation officer to take over duties before the unit embarks.

1022. Men under Arrest.—When it is necessary to permit men under arrest to remain at large they may be employed in working parties. During a period when a transport or freightship is in pilotage waters, cell doors will be fastened by pin and chain and not padlocked.

1023. Sports Fund for Airmen on board Transports.—1. When drafts of airmen proceed from the United Kingdom to commands abroad, a sum of money drawn from the Sports Board Fund will be handed to the senior R.A.F. officer, through the embarkation officer, for the provision of sports and amusements for the men during the voyage. Grants will be made on the following basis:—

(i) Drafts for Egypt and Mediterranean—£1 for each hundred airmen.

(ii) Drafts for stations east of Suez—£2 for each hundred airmen.

2. On completion of each outward voyage, an account of receipts and expenditure, together with any balance remaining, will be handed to the embarkation officer for transmission to the Air Ministry.

3. No part of the money is to be expended in providing prizes for clean messes or decks, for landing fees in connection with route marches, or for any other purpose than that stated above.

4. It is desirable that the whole of the money should be expended on every voyage, although circumstances may sometimes render this impracticable, in which case a brief statement should be attached to the balance sheet, for the information of the Sports Board.

5. On homeward voyages, small sums of money from non-public sources will be made available by A.O.C. abroad, for the purpose defined in clause 1, the grants being at the same rates as those laid down for outward voyages. The money will be collected by headquarters of the command from the units concerned and will be sent in a lump sum, through the usual channels, to the embarkation officer.

6. On completion of each homeward voyage, an account of receipts and expenditure, with any balance remaining on hand, will be forwarded to the headquarters of the command concerned. When there are contingents on board from more than one command the balance (if any) will be divided between them in due proportions.

7. Public funds will not be advanced for the provision of sports and amusements on board transports.

Digitized by Google

1023A. Wireless Messages.—Service wireless messages can only be sent from transports on repayment. To meet the cost of the despatch of such messages during the round voyages of R.A.F. transports, a sum of money (£10 for a Mediterranean voyage and £20 for a voyage east of Suez) will be placed on board by the R.A.F. Embarkation Officer, Southampton. The imprest for this purpose will be issued by the R.A.F. Station, Calshot.

1024. Disinfection.—1. All clothing and bedding used by the sick, as well as that of all men admitted to hospital, will be disinfected.

2. When cases of infectious disease have occurred on board, the O.C. troops, on handing over stores, will furnish a certificate that all articles capable of conveying infection have been disinfected on board, handed over to the sanitary authorities at the port of disembarkation or destroyed.

1025. Intermediate Ports—Instructions.—1. When a transport or freightship touches any port occupied by H.M. forces, the O.C. troops, if an air force officer, will immediately communicate with the officer commanding at the port or to his representative. If the officer commanding at the port is a military officer and is senior to the O.C. troops, the latter officer will report to him the state of the military forces on board. If the officer commanding at the port is an air force officer senior to the O.C. troops, the state of the whole of the forces on board will be similarly reported.

2. An officer commanding any of H.M. forces at a port abroad will inform the O.C. troops of any special regulations in force in his command.

3. An O.C. troops will, on touching at an intermediate port, prohibit any officer, soldier, airman or family from leaving the ship, until receipt of instructions from the officer in charge at the port.

4. Officers permitted to go on shore may wear plain clothes at the discretion of the O.C. troops, and will conform with the regulations of the command so far as they may be applicable.

5. On arrival in port, sentries will be posted to prevent the introduction of spirits and unwholesome fruits into the ship, and to exercise supervision over boats alongside.

6. *See also* para. **1021** as to change of command, and para. **925** as to indulgence passages.

1026. Air Forces Disembarked En Route.—1. When air forces are disembarked at ports *en route* owing to sickness or any other cause (except when awaiting transhipment), the air force officer in charge of disembarkation will report the facts by W/T message to the Officer i/c Records (for airmen) and to the Air Ministry (in other cases). This report will be confirmed in writing by the air or other officer commanding the command in which the air forces are disembarked.

2. The name, rank, official number (of airmen), ultimate destination, port of disembarkation, unit to which the air forces will be attached (if known), and reason for disembarkation, will be given.

3. The O.C. R.A.F. on board, or O.C. troops if no air force officer is on board, will be responsible for providing the necessary information to enable the report to be furnished. If the air forces are landed at ports where there is no air force station (e.g. Gibraltar), the O.C. R.A.F., or O.C. troops, will himself be responsible for sending the signal.

Digitized by Google

4. When the air forces are returning home or proceeding to another station abroad, a similar report will also be made to the headquarters of the command from which they originally proceeded, in addition to the reports to the Officer i/c Records or to the Air Ministry required by clause 1. The headquarters will inform the accountant officer of the unit from which any airmen proceeded.

5. The Officer i/c Records (for airmen) and the Air Ministry (for officers) will take any action that may be necessary as regards posting or attachment. The Officer i/c Records will also be responsible for promptly informing the accountant officer of No. 1 R.A.F. Depôt of particulars in respect of any airmen disembarked *en route* while proceeding abroad from home.

6. *See* para. **915** as to air forces disembarked for transhipment.

1027. Water Supply.—1. Water for drinking will always be available day and night.

2. Water for other purposes will be available at suitable times to be arranged by the O.C. troops and the master.

1028. Infectious Diseases on Home-bound Ships.—1. When any case of notifiable infectious disease occurs in a transport, freightship or hospital ship homeward bound, it should be reported as early as possible by the O.C. troops to the Air Ministry, by telegram or wireless. Nominal rolls of all effective air force personnel (including women and children) proceeding direct to their homes will be prepared in duplicate during the voyage, stating the last date of contact and the address to which each person is proceeding. These rolls will be handed over to the embarkation medical officer at the port of disembarkation, who will forward them immediately to the Air Ministry.

2. Where smallpox occurs the rolls should state the last date of vaccination of each person, whether it was successful, and, if not, the last date on which a successful vaccination result was obtained.

3. All nominal rolls should be accompanied with a detailed statement giving full particulars of the outbreak of the disease.

1029. Diversion of Ship on Medical Grounds.—In the event of an outbreak of an epidemic or in the case of serious illness on board a transport, necessitating a call at the nearest port to land patients, the O.C. troops will hand to the master a written request for the ship to be diverted to the port required. If no danger to the ship is involved, the master will accept this request as authority for the diversion, but if he considers such diversion dangerous to the ship and the lives of those on board, he will represent this to the O.C. troops in writing. If, in spite of this, the O.C. troops still considers the landing of the patients imperative, the master will carry out the diversion, except in cases where, in his opinion, the danger to the ship and the lives on board is so serious as to outweigh the advantages of landing the patients.

SECTION VII.—MESSING AND CANTEENS ON BOARD SHIP.

1035. Messing Certificates of Officers.—Messing certificates will be signed by each officer, according to the form contained in the Regulations for H.M. Transport Service. This certificate will be retained by the master to support the owner's claim on the Board of Trade.

Digitized by Google

1036. Officers to provide themselves with Cash.—An officer will provide himself with sufficient cash to meet charges for wine, and extras for himself and his family and servants. Owners of transports and freightships, or their representatives, are directed not to accept cheques in payment of such claims.

1037. Victualling Scale and Ration Issues.—1. The scale of victualling for the forces will be found in the Regulations for H.M. Transport Service. Small numbers of airmen in ships of war will be victualled as seamen at full allowance. Copies of the victualling scale of medical comforts and equivalents will be hung up in the issuing room and on each troop-deck.

2. When the medical officer considers it to be necessary, an anti-scorbutic will be added to the daily ration.

3. When required by the O.C. troops half a pint of cocoa, with milk and sugar as required, is to be issued to each of the men on night duty (including sentries) at about 4 a.m. Tea or coffee may be substituted for cocoa if the O.C. troops so desires. A statement is to be given to the master by the O.C. troops on the forenoon of the previous day, of the number of men for whom the issue will be required.

4. The O.C. troops will arrange, with an officer deputed by the master, all details with regard to the issue of rations on board.

1038. Issue of Ale and Chocolate on Payment.—1. A daily ration of one pint of ale may be issued in transports to men and women (married or single) who desire to purchase it. In addition to the above, members of the sergeants' mess may purchase two imperial pints or three reputed pint bottles of beer a day.

2. The sale price will be notified to the O.C. troops by the officer superintending the embarkation. In ships of the Royal Indian Navy the sale price will be notified to the O.C. troops by the commander of the ship.

3. This ration will be issued at such times and under such circumstances as the O.C. troops may direct, he being wholly responsible for the arrangements made.

4. As an alternative, half a pint of chocolate may be issued.

5. The O.C. troops will render daily to the master a return of the numbers requiring either ration and will be responsible for the recovery of payment.

1039. Canteens.—The O.C. troops will decide, in consultation with the transport officer (if any) and the master, the hours during which the canteen is to be open. Copies of the price lists (furnished by the master) will be exhibited in conspicuous places. The O.C. troops will take measures to prevent bumboat men and hawkers boarding the vessel with inferior articles of the same description as those contained in the canteen stock.

1040. Complaints.—The officer of the day will report to the O.C. troops any neglect in victualling, or complaints that may be made. If any complaint arises, or when it seems desirable to make any suggestion, the O.C. troops will call the attention of the sea transport

Digitized by Google

officer (when there is one on board) to the matter, and will address the master in writing. Should he afterwards consider it expedient to make representation to headquarters on any matter connected with the accommodation or messing of officers, the forces, or their families, he will make a report in writing or cause a board to assemble and report.

SECTION VIII.—DISEMBARKATION.

1045. Bedding and Mess Utensils.—1. Bedding will be taken in and checked before disembarkation, and mess utensils after the last meal on board.

2. If bedding has been withdrawn and the forces do not disembark on the day of arrival, hammocks and bedding will be reissued.

3. Forces under orders to land before the dinner hour will be provided with breakfast only. Wherever it becomes obvious that the ship cannot be alongside until noon at the earliest, hot dinners on the usual scale (with biscuits in lieu of bread, if so arranged) will be issued at the most convenient hour, and the mess utensils returned and decks cleaned immediately afterwards.

1046. Kit Bags—Issue before Arrival.—Kit bags will be issued before arrival in port. All old clothes and other salvageable material should be handed over by the owners to the salvage officer appointed by the O.C. troops. It is the duty of the salvage officer so appointed to render every assistance possible to the ship's Master as regards the collection and sorting of salvage.

1047. Sentries to be Posted.—As soon as the ship is alongside, sentries will be posted to prevent soldiers and airmen from leaving the jetty without permission.

1048. Cleaning Ship.—The O.C. troops will arrange for the troop-decks, married quarters, issue rooms, latrines and wash houses to be cleaned before the forces disembark. If necessary, a party will remain on board to finish this work after the main body has left.

1049. Baggage Parties to be Provided.—When the number of the forces on board is large, two working parties, each under an officer, will be detailed as "shore" and "baggage room" parties to assist in landing baggage. If weather permits, the "present use" and "light" baggage will be in readiness for landing immediately on arrival.

1050. Customs Examination.—1. During the voyage the O.C. troops will prepare a return on a form, which will be placed on board, of all dutiable articles belonging to the forces. A separate return will be prepared for individual officers (and families, if any) not attached to air forces. A statement of the drafts and nominal roll of officers will be handed with these returns to the customs officer.

2. The heavy baggage of units on being landed will be collected at a spot near the railway trucks, into which it will be loaded after the customs examination. The C.O. of a unit will order a representative of each mess, institution, flight, &c., and all officers' batmen to attend with keys. Airmen (not on duty) who have boxes will attend to have them examined.

3. The heavy baggage of officers, except those with units, will be taken for clearance into the customs shed. An officer will, unless

Digitized by Google

prevented by duty or illness, personally attend to the clearing of his baggage. In the event of an agent being deputed, a signed declaration will be given to him, showing clearly the number and description of packages.

4. In order to facilitate the clearance through the customs of baggage, furniture, &c., and of packages of personal effects, shipped to Great Britain and Northern Ireland, lists should be prepared on Form 757 of the contents of the packages and either affixed to the packages themselves, or, if the owners will not be present to pass their baggage, &c., through the customs, sent by registered post, together with any keys necessary for opening locked cases, to the air force embarkation officer at the port concerned in such time to enable him to produce the lists when the shipments have to be cleared. In the absence of Form 757, packages are liable to be opened.

5. Customs duties are levied in India on all articles of mess kit (not mess plate when certified by the C.O. to have been in use for twelve months and imported with the unit), mess stores and any other articles which may be liable to duty when imported into India by the forces.

1051. Air Forces not to Leave the Ship.—In ordinary circumstances no officer, soldier or airman, or family, will be permitted to leave the ship before all details of the disembarkation have been settled (*see* para. **912**).

1052. Report of Medical Inspection.—When the medical officer in charge is an air force officer a report of his inspection of the forces prior to disembarkation under para. **1004** will be transmitted to the Air Ministry with the returns of the sick on board.

1053. Officers Required to Remain.—The following officers will be required to remain until the disembarkation is complete:—

O.C. troops and adjutant; officers with sections of time-expired men, invalids, and drafts, who are not to quit their parties until they have delivered them over to their destination and received permission to depart; the medical officer in charge during the voyage; and when there are 120 invalids, one medical officer in addition with a third medical officer when the number exceeds 200.

1054. Disembarkation Returns.—The following table contains a summary of the returns to be rendered in connection with the disembarkation by the O.C. troops on board when an air force officer. When the O.C. troops is a military officer, the O.C. R.A.F. will be responsible for preparing the returns marked by an asterisk.*

T—*for troops proceeding by transport.* F—*freightship.*

Form.	Applicable to (*see above*)	Description.	Remarks.
To officer in charge of disembarkation at port (at home and abroad).			
*Form 988 ..	T.F.	Disembarkation return in triplicate.	To show numbers of all passengers disembarked; 1st, 2nd and 3rd class.

Digitized by Google

Form.	Applicable to (*see above*)	Description.	Remarks.
To the officer in charge of disembarkation at port (at home and abroad)—contd.			
*Manuscript ..	T.F.	Nominal rolls in quadruplicate of passengers disembarked.	Separate rolls to be made for 1st and 2nd class. Families to be shown accompanied or unaccompanied with ages of all children. Also reason for passage to be given, e.g. medical grounds, indulgence, &c.
*Manuscript ..	T.F.	Nominal roll of sick for admission to hospital.	To show whether cot or non-cot cases.
*Manuscript ..	T.F.	Nominal roll of airmen for whom there are no documents on board.	——
*Manuscript ..	T.F.	Nominal roll of prisoners.	——
Board of Trade Form G.22.	T.F.	Voyage report ..	3 copies and Indian ports 5 copies. In a military transport, the O.C. R.A.F. will render a separate voyage report.
Manuscript ..	T.	Expenditure of sports money.	Receipts to be attached.
*	T.F.	Casualty forms ..	In quadruplicate.
*	T.	Courts of inquiry ..	In triplicate.
*	T.	Courts martial.	——
Certificate ..	T.	On change of Os.C.	*See* para. **1021.**
Certificate ..	T.	After cases of infectious disease.	*See* para. **1024.**
*Manuscript ..	T.	Roll of officers placed on duty with troops, under para. **997.**	In triplicate.
	To master of the ship.		
Board of Trade Forms:—			
G. 22 ..	T.F.	Voyage report.	——
N. 13 ..	T.F.	Disembarkation returns.	Showing numbers of all passengers disembarked together with names of 1st and 2nd class passengers. A separate return to be rendered for each service.
F. 61	T.F.	Messing certificate..	To be signed by all 1st and 2nd class passengers.
F.115	T.F.	Ration certificate ..	When owners supply provisions. A separate return to be rendered for each service.
Certificate.. ..	T.F.	Clearance certificate	That all baggage, &c., has been removed. *See* para. **1055.**
Various	T.F.	Customs declarations.	To be completed by all 1st and 2nd class passengers and families.

Digitized by Google

Form.	Applicable to (*see above*)	Description.	Remarks.
	To port	*medical authorities.*	
Certificate ..	T.	Certificate of health.	To be rendered by the senior medical officer at each port.
Manuscript ..	T.F.	Nominal rolls of all passengers showing the address to which they intend to proceed.	Required for a home port only.
	To the	*accountant officer referred to in para.* **2835.**	
Forms 899 ..	T.	Transfer Lists.	
Forms 882 ..	T.	Cash Accounts ..	With supporting voucher (*see* para. **2835,** clause 6.)

1055. Baggage Certificate.—The O.C. troops will, with another officer before quitting the ship, sign a certificate in the following form and deliver it to the master:—

"This is to certify that I have been round the ship with .....and that no baggage, arms, or accoutrements of any description belonging to the forces are left on board.

.....Officer.

I have made full inquiry respecting the baggage, &c., of the forces disembarked from the ship, and find no complaints.

.....O.C. troops.

Dated on board.....at.....on the.....day of.....19....."

1056. Inspection of Decks.—The O.C. troops will, after the forces have disembarked, inspect the troop-decks, &c., to see that they have been cleaned to the satisfaction of the master, who will accompany him. Should any further reference become necessary, the matter will be settled by the Board of Trade authority and the embarkation officer acting conjointly.

1057. Invalids in Cabs.—The officer in charge of a detachment of invalids will obtain from a medical officer a certificate that the airmen for whom conveyance by cab is required are unfit to march.

1058. Refreshments on Long Journeys.—The officer in charge of a party proceeding long distances will be responsible for the provision of refreshments for the airmen on the journey.

Digitized by Google

CHAPTER XV.

DISCIPLINE.

SECTION I.—GENERAL.

1070. Acquaintance with Regulations, &c.—1. Every officer will make himself acquainted with, obey, and, so far as he is able, enforce, the Air Force Act, the King's Regulations and Air Council Instructions for the R.A.F., and all other regulations, instructions and orders which may from time to time be issued. He will also conform to the established customs and practices of the service.

2. Every airman will be held personally responsible for making himself acquainted with—

(*a*) the King's Regulations and Air Council Instructions for the R.A.F.;

(*b*) such station and other local orders and instructions as are necessary for the due performance of the duties appertaining to his service employment, and

(*c*) such orders and details of duties as are posted in barracks.

He will further be required to conform to the established customs and practices of the service.

2A. A copy of the King's Regulations and Air Council Instructions for the R.A.F. will be held available for reference by airmen and will be kept in the station reference library or such other place as the C.O. may decide. C.Os. will be responsible that the copy is amended and kept up to date and that airmen are notified, by means of a notice on the notice board or otherwise, as to where the copy is kept.

3. Ignorance of duly published regulations, or orders, will not be admitted as an excuse for their non-observance.

1071. Official Secrets Acts.—1. An air or other officer commanding and a C.O. will be responsible that all persons employed under them are made acquainted with the provisions of the Official Secrets Acts, 1911 to 1939,* and will give such directions as may be necessary accordingly. A record will be kept in every office of the steps which are taken to give effect to this para.

2. The attention of every civilian employee will be called, at the time of his or her engagement, to the provisions of A.P.826 in regard to official secrecy.

3. The poster (Form 520) relating to the Official Secrets Acts will be displayed prominently throughout all stations and headquarter offices.

1072. Disclosure of Information, &c.—1. An officer or airman will exercise the greatest care to avoid disclosing any information relating to official matters to anyone outside the service in such circumstances as to incur any risk of such information being made public, or otherwise reaching unauthorised persons. Information acquired in an official

* The Acts will be found printed in the Manual of Air Force Law.

Digitized by Google

capacity by an officer seconded for service under the Foreign Office or any other government department will not be disclosed without the express permission of the department concerned.

2. An officer or airman is forbidden to communicate any service information which might directly or indirectly assist an enemy, to any person other than—

(*a*) a person to whom he is authorised to communicate it;

(*b*) a person to whom it is, in the interests of the State, his duty to communicate it.

3. An officer (except a marshal of the R.A.F. while unemployed) or airman is forbidden to publish in any form whatever, or communicate either directly or indirectly to the press, any service information, or his views on any service subject, without special authority; he will be held responsible for all statements contained in communications to his relatives or friends which may subsequently be published in the press or otherwise; he will not prejudge questions which are under the consideration of superior authority by the publication, anonymously or otherwise, of his opinions, and he will not take part, in public, in a discussion relating to orders, regulations, or instructions issued by his superiors.

4. Any information of a professional or technical nature which an officer or airman may acquire in the performance of his duty, or in the course of his studies, will be regarded as the property of the Air Council, and will not be published, or communicated either orally or in writing, to any person not directly employed in the service of the Air Ministry, without the previous sanction of the Air Council. (*See also* para. **2288.**)

5. *Deleted.*

6. In dealing with commercial firms performing work for the Air Ministry, care will be taken to ensure that particular trends of development on any given matter which should be kept secret are not made known to the firms.

7. An officer (except a marshal of the R.A.F. while unemployed) or airman is forbidden, without authority from the Air Ministry, to publish any book or article, whether purporting to be fiction or fact, which in any way deals with air force, naval or military subjects. A similar prohibition extends to the delivery of lectures or the broadcasting of talks.

8. When permission is sought under clause 7, the matter intended to be published or the material of the lecture or broadcast will be either typewritten or in proof form and will be submitted in duplicate through the usual channels to the Air Ministry in the first instance (in India, to the C.-in-C.) accompanied by a statement from the authority under whom the applicant is immediately serving to the effect that there is no objection to permission being applied for. If the officer or airman has made use of Crown copyright matter (published or unpublished) either by the inclusion of extracts from official documents or by the use of official documents as a basis for his work, full particulars will be stated by him in his application. The material submitted must reach the Air Ministry at least 14 days before approval is required. One copy of the document submitted will be retained at the Air Ministry for reference. Permission to publish, lecture or broadcast will apply only to the text as submitted

Digitized by Google

and no alterations therein, except such as are of a purely editorial nature, will be made subsequently without the authority of the Air Ministry or the C.-in-C. The permission, if given, will not convey endorsement of the contents of the document and no statement tending to imply official endorsement or approval will be included in any part of the published book or article or the lecture or broadcast, nor will any reference be made therein to the fact of Air Ministry sanction having been obtained. The officer or airman concerned will take particular care that no information of the nature referred to in clause 3 or 4 is communicated to the publishing, broadcasting or other authority until Air Ministry permission has been granted.

9. Official reports or correspondence, or copies thereof, will not be furnished without the special sanction of the air or other officer commanding to any person not officially entitled to receive them.

10. *See also* para. **853** as regards admission to stations; para. **1073** as to relations with the press; and para. **2236** as to disclosure within the service of information contained in secret and confidential publications.

1073. Relations with the Press.—1. Any communication affecting the service generally, or any branch of the service, which it may be considered desirable to make to the press, will be made by the Air Ministry. In commands abroad, communications to the press may be made only when they solely affect the command concerned, and then they will be made by command headquarters, except as provided in clause 2.

2. Articles or notices concerning non-technical and non-professional subjects, which do not contravene the provisions of para. **1072**, and social or athletic matters, may be communicated to the press by an officer or airman, but a C.O. will be responsible for taking suitable action, disciplinary or other, should any officer or airman under his command publish matter in the press which is objectionable either in form or in substance, or is likely to reflect discredit on the service.

3. Press representatives (including photographers and film operators) visiting air force stations will invariably be received by an officer, preferably the adjutant, and, when they are present in numbers, an officer will be specially detailed to assist and guide them. The C.O. will ensure that the special Air Ministry instructions regarding the admission to stations and the facilities to be granted in connection with such visits are observed.

4. Flying facilities desired by press representatives may only be given on the specific authority of the Air Ministry (or A.O.C., abroad). A form of indemnity (*see* Appendix XXIII) must invariably be completed before any such flight is carried out.

1074. Advertisements in Air Force Publications.—Advertisements may be inserted in any air force magazine, journal, or other service paper, or programme, subject to the discretion of the authority controlling publication, who will be held responsible that nothing objectionable is allowed to appear.

1075. Definition of "C.O."—1. In interpreting the regulations contained in this chapter and in Chapter XVI, an officer will bear in mind the definition of "commanding officer" given in R.P. 129 and in

Digitized by Google

para. **111.** The definition given in R.P. 129 applies to the expression wherever it is used—

(*a*) in Sections 45, 46, 138, 181 (6), 182, 183 and 184, Air Force Act; and

(*b*) in those sections of the Air Force Act which relate to the execution of sentences (e.g. Sections 59, 64, 65 and 66).

2. In the portions of the Air Force Act which are not referred to in clause 1, the expression "commanding officer" is not limited to the "commanding officer" as defined in R.P. 129.

1076. Prevention of Crime.—A C.O. will exert every effort to prevent crime and to suppress any tendency to screen its existence.

1077. Responsibility of Officers in General.—1. An officer will be responsible at all times for the maintenance of good order and discipline. Notwithstanding the provisions of para. **111,** clause 9, an officer referred to therein will exercise his authority in the maintenance of discipline, by virtue of his commission and rank, in circumstances independent of the special functions of his particular branch.

2. An officer will afford the utmost aid and support to his C.O.; it is his duty to notice, repress, and instantly report, any negligence or impropriety of conduct on the part of airmen, whether on or off duty, and whether the offenders do or do not belong to his particular unit.

1078. Treatment of Subordinates.—1. An officer of any rank will adopt towards his subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self-respect and personal honour which are essential to efficiency.

2. An officer will not reprove a warrant officer or N.C.O. in the presence or hearing of other airmen unless it is necessary for the benefit of example that the reproof be public.

3. Warrant officers and N.C.Os. will be guided by the foregoing principles in dealing with each other and with other airmen. They will avoid intemperate language or an offensive manner.

1079. Treatment of Apprentices and Boy Entrants.—1. An officer, warrant officer or N.C.O. entrusted with the duty of educating and training apprentices or boy entrants will endeavour to inculcate such a sense of honour, responsibility and *esprit de corps* as will cause misbehaviour to be regarded as a breach of trust and a disgrace to the culprit's barrack room and section. Discipline will be taught and maintained on its true basis and not on that of fear of punishment.

2. Apprentices and boy entrants under training will be accommodated and messed separately from other airmen, but specially selected N.C.Os. will be placed in charge of each sleeping room and mess.

3. Apprentices and boy entrants under training will not be permitted to forgather with other airmen when off duty.

4. A recreation and amusement committee, on which the apprentices and boy entrants under training will be represented, will be formed at every station where apprentices or boy entrants under training are present, with a view to providing ample occupation and recreation during leisure hours.

5. Apprentices and boy entrants under training will be required to write home at least once a week.

Digitized by Google

1080. Criticism of Superiors.—An officer will refrain from making remarks or passing criticisms on the conduct or orders of his superiors which may tend to bring them into contempt, and will avoid saying or doing anything which, if seen or heard by, or reported to, those under him, might discourage them or render them dissatisfied with their condition or with the service on which they are or may be employed.

1081. Redress of Grievance (Officers).*—1. An officer who considers himself to be suffering from a grievance will proceed in the manner prescribed by this paragraph. An officer is forbidden to use any other method of obtaining redress for a grievance real or supposed. Combined complaints by several officers and anonymous complaints are forbidden.

2. (*a*) An officer who considers himself to be suffering from a grievance will, in the first instance, refer the matter to the officer under whose immediate orders, or under whose supervision he is carrying out his ordinary Air Force duties. If he does not obtain satisfaction by this means he may, if he wishes to take his case further, refer his complaint through the Adjutant, to his C.O. An officer will normally state his complaint in writing for the consideration of his C.O. If he so requests, however, an officer will be allowed to state the whole or any part of his case orally to his C.O., in the first instance, and his C.O. will grant him an interview for this purpose; the C.O. may, however, after hearing the officer's statement or, if during such interview he considers that to continue it would serve no useful purpose, or would be prejudicial to discipline, properly inform the officer that he is unable to take action on his complaint pending the submission in writing by the officer of the whole of his case.

(*b*) An officer who thinks himself wronged by his C.O., either in respect of his complaint not being redressed, or in respect of any other matter, may complain in writing to the air or other officer commanding who is required to examine into it and take such action in the matter as he may consider appropriate. Any complaint so made will be submitted through the C.O. who will add his own remarks thereon; an officer will not write direct to the air or other officer commanding unless the C.O. refuses to redress his complaint, or unnecessarily delays to forward it. If he so requests, and the exigencies of the Service allow, an officer will be granted an interview with regard to any such complaint by the air or other officer commanding or by one of his staff officers (who will be not below the rank of wing commander and must be senior in rank to the officer concerned). The officer will be informed of the action, if any, which the air or other officer commanding has taken or proposes to take with regard to any such complaint.

(*c*) Under this clause an officer may complain in writing through the usual channels about a decision given by superior authority including the Air Ministry. *See* also para. **2787**, clause 6, as to the duty of an officer to notify to his C.O. his objections to any claim to recover money from his pay.

(*d*) An officer who has no C.O., or who is not serving under any air or other officer commanding will observe the provisions of this clause by sub-

* The procedure to be followed as regards complaints by naval and air force personnel, when subject to the discipline of the other service, or about treatment under that discipline, is described in A.M.O. A.10/34.

Digitized by Google

mitting his complaint to the officer who, under the organisation in which he is serving, is, in relation to him, substantially in the same position as C.O., or as A.O.C.

3. An officer may complain to an inspecting officer in the manner allowed by para. **48.**

4. An officer who is called upon to retire, to resign his commission or to transfer to the reserve will, if he so requests, be granted an interview with a member of the Air Council if entitled thereto under para. **3538.**

5. An officer who desires to petition against the finding or sentence of a court martial will proceed in accordance with para. **1294.**

6. An officer has a right, under Section 42 of the Air Force Act, to have a complaint examined by the Air Council; he may also, under the section, require the Air Council, through the Secretary of State, to make a report to His Majesty in order to receive the directions of His Majesty thereon. An officer, however, should not lightly disregard the rulings given by his superiors with regard to his own personal affairs nor without sufficient consideration of the circumstances of his case and of the alternative methods of complaint open to him (*see* clause 2) exercise the rights given him by Section 42 of the Act. An officer, however, who desires to have his complaint examined into by the Air Council under Section 42 of the Act should, in his statement for "redress of wrongs", clearly state that he wishes it to be so examined and if he requires the Air Council, through the Secretary of State, to make a report to His Majesty in order to receive the directions of His Majesty thereon, he should clearly state that he wishes such a course to be taken. He should also state, with as much precision as possible, not only the manner in which he thinks himself wronged but also the redress to which he considers himself entitled. Every complaint by an officer under Section 42 of the Act should be forwarded to the Air Ministry through the usual channels; it is the duty of every intermediate authority to examine into any such complaint, and in forwarding it to express an opinion with regard to it. Any intermediate authority, who is of the opinion that he could and should meet the officer's complaint, either wholly or in part, should inform the officer accordingly and take any action necessary to give effect to his opinion. An officer has, under Section 42 of the Act, no right to an interview with a Member of the Air Council; he must, therefore, state his case in writing.

1081A. Redress of Grievance (Airmen).*—1. An airman who considers himself to be suffering from a grievance should proceed in the manner prescribed by this paragraph. An airman is forbidden to use any other method of obtaining redress for a grievance real or supposed. Combined complaints by several airmen and anonymous complaints are forbidden.

2. (*a*) Under Section 43 of the Air Force Act, if an airman thinks himself wronged in any matter by any officer other than his flight lieutenant, or by an airman, he may complain thereof to his flight lieutenant, and if he thinks himself wronged by his flight lieutenant, either in respect of his complaint not being redressed or in respect of any other matter, he may complain thereof to his C.O.; and if he thinks himself wronged by his C.O. either in respect of his complaint not being redressed, or in respect of any other matter, he may complain thereof to such officer (whether of the Air

* *See* footnote to para. **1081.**

Digitized by Google

Force, Army or Navy) as may be prescribed. When an airman has no flight lieutenant the reference in Air Force Act Section 43 to "his flight lieutenant" may be regarded as relating to the officer-in-charge of his flight or section, to whom an airman should make his application.

(*b*) Under R.P. 126 (A) the prescribed officer for the purpose of Section 43 of the Air Force Act shall be the air or other officer commanding the command or group, the general or other officer not below the rank of brigadier or the next superior naval authority, provided that he is not below the rank of commodore, as the case may be, in or under whose command the airman may for the time being be.

(*c*) A complaint by an airman will not, in the first instance, be made direct to his C.O. or to a superior officer (as defined in sub-clause (*b*)), but must be preferred in the manner prescribed by Section 43 of the Air Force Act (*see* sub-clauses (*d*) and (*g*)).

(*d*) If, however, the flight lieutenant of the airman, by whom such complaint is first received, refuses or unnecessarily delays to redress or forward the complaint, the airman may make a direct application to his C.O.

(*e*) If he so desires, an airman who wishes to complain to his flight lieutenant, or to his C.O., will be allowed to state his case orally and will be granted an interview for this purpose. He may properly be advised to state his case in writing, but neither his flight lieutenant nor his C.O. will refuse to consider an airman's complaint merely because he has not stated, and does not wish to state, his case in writing.

(*f*) An airman who applies to have his grievance considered by his C.O. will not be censured merely because his C.O. concurs in the decision given by his subordinate on the matter.

(*g*) An airman who wishes to complain to the prescribed officer must make written application to his C.O., to that effect, and should not apply direct to the prescribed officer unless the C.O. refuses or unnecessarily delays to forward it. A C.O. will forward an airman's application through the usual channels to the prescribed officer notwithstanding that the airman may not, in his application, have fully or clearly stated his case: in his covering letter the C.O. will add such information as may be necessary to amplify or explain the airman's application. Every such application will be brought to the attention of the prescribed officer personally and the airman will be informed that this has been done and of the action, if any, which is taken in the matter.

(*h*) An airman has no right to an interview with the prescribed officer, but this officer should consider whether the complaint can be more satisfactorily and expeditiously disposed of by granting an interview to the complainant. As to complaints to an "inspecting officer" *see* clause 4.

3. An airman who considers himself to be suffering from a grievance may in the first instance refer the matter to the officer (whether or not he is his flight lieutenant within the meaning of clause 2 (*a*)) under whose immediate orders, or under whose supervision, he is carrying out his ordinary Air Force duties.

4. An airman may make a complaint to an inspecting officer in the manner allowed by para. **48,** clause 6.

5. An airman who desires to petition against the finding or sentence of a court martial will proceed in accordance with para. **1294.**

Digitized by Google

1082. Conflicting Orders.—If an officer should receive from his superior an order which he deems to be at variance with his obedience to any para. of these regulations, or with any particular order that may have been issued by the Air Council or by another superior officer, he will represent orally (or in writing if the order does not require immediate obedience) such contrariety to the officer from whom he receives it: and if after such representation that officer shall still direct him to obey the order, he will do so.

1083. Testimonials and Presents Forbidden.—1. Deliberations or discussions by officers or airmen with the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in H.M. service, are prohibited. The publication of laudatory orders regarding an officer quitting a station or relinquishing a posting is forbidden.

2. A C.O. will refuse to allow subscriptions for testimonials in any shape to an officer on quitting the service, or on being posted from his station or unit.

3. An officer will be held responsible if he allows himself to be complimented by officers or airmen, who are serving, or who have served, under his command, by means of plate, &c., or by any collective expression of their opinion.

4. An officer or airman is forbidden to accept presents in money from public bodies or private individuals in recognition of services rendered in the performance of his duty.

1084. Recommendations.—An officer is forbidden to forward testimonials relating to his services, or character, with any application he may make to the Air Ministry. In the event of an officer wishing that the opinion of officers under whom he has served should be brought to notice, he will submit their names so that if necessary they may be referred to.

1085. Communication and Interview with Air Ministry Officials.—1. An officer is forbidden to write private letters to officials at the Air Ministry on official personal matters such as promotion, posting, &c.

2. An officer on full pay serving at home is forbidden to ask for an interview with any official at the Air Ministry, unless he has previously obtained from the air or other officer commanding under whom he is immediately serving written permission to do so. If the grounds are considered good and reasonable, the application, which must state the purport of the interview desired, will, in the first instance, be forwarded to the Air Ministry so that an appointment may be made with an official of the department chiefly concerned. The date and hour of the appointment will be notified by the Air Ministry, and the written permission will be brought to the Air Ministry by the officer seeking the interview.

3. An officer temporarily at home, but belonging to a unit abroad, may apply in writing direct to the Air Ministry for an interview, or, in extreme urgency only, may apply in person for an interview without previous permission.

4. Attempts by officers or airmen to obtain favourable consideration of any application by the use of outside influence are forbidden, and, if

Digitized by Google

resorted to, will be regarded as an admission on the part of the applicant that his case is not good on its merits, and it will be dealt with accordingly.

5. When an interview is asked for, or a letter is written on behalf of an officer or an airman by any person other than himself, such communication will be deemed to have been made at his suggestion unless he can show to the satisfaction of the authorities that he has no knowledge, directly or indirectly, of it.

5A. An airman is forbidden to write to the Air Ministry or to officials serving therein.

6. An airman is forbidden to visit the Air Ministry for the purpose of obtaining an interview, unless he brings with him written permission from his C.O.: such permission will not be given in connection with the redress of wrongs and grievances, which will be dealt with as laid down in para. **1081**: it will be granted only in very special circumstances when it is evident that an official application would not answer the purpose.

1086. Communication with other Services, &c.—An officer or airman will not enter into direct communication with any service or department of state, or with any subordinate officer of such service or department, at home or abroad, on subjects connected with the R.A.F. or with his particular duties or present or future employment, unless authorised to do so by the regulations of the service or by superior authority: all communications on such subjects will be made through the proper channels to the Air Ministry, in order that such steps may be taken therein as may be necessary.

1087. Officers attending University Courses.—1. An officer who is attending a course at a university will be subject to the university and college discipline, and will comply with all standing orders and other directions issued by the university or college authorities.

2. The senior officer in residence at a university will be responsible generally for the discipline of all officers attending thereat during the period of residence.

3. The officer mentioned in clause 2 will receive copies of A.M.Os., and will be responsible that every officer is given full opportunity of keeping himself acquainted with all recent orders and instructions. It is his duty to impress upon all officers in residence at the university the importance of maintaining the highest standard of discipline in order that the reputation of the service may not be damaged by adverse criticism. If he requires assistance or guidance he will apply in writing to the appropriate group headquarters for instructions.

1088. Officer's Character Impugned.—An officer, whose character or conduct as an officer and gentleman has been impugned, must submit the case within a reasonable time to his C.O. for investigation. Pending the investigation an officer may be suspended from duty, when he will be placed under the same restrictions as an officer in open arrest (*see* para. **1111**), but he will be shown as effective on the strength return, and may be permitted to wear plain clothes.

1089. Bankruptcy, &c.—If an officer by serious financial embarrassment, bankruptcy, liquidation, or other legal proceedings, finds himself

Digitized by Google

unable to meet his engagements, he will at once notify the fact to his C.O. The latter will report the circumstances for the information of the Air Council, who will decide whether the officer can be permitted to continue to hold His Majesty's commission.

1090. Dealings with Contractors.—1. Officers, airmen and others in air force employment, must at all times guard against being placed in such a position as may lay them open to the suspicion of being influenced, in the discharge of their duty, by other than purely public considerations. They will be scrupulously careful in their relations and, except with the permission of the Air Council, will have no private dealings with contractors, their agents or employees, whether on an honorary basis or otherwise. Purchases from, or transactions with, contractors or their agents which are of a perfectly normal character and made in the ordinary course of trade are permissible, but care must be exercised that no favour or preference, whether as regards price, date of delivery or otherwise, is accepted which is not also open to members of the general public, or to the service as a whole. Except for local purchases, no inquiries as to the cost of stores likely to be required will be addressed to the trade otherwise than through the Air Ministry.

2. Private testimonials will not be given, either formally or informally, to contractors as to the use of their wares in the service. Officers should, on this account, be extremely careful in any correspondence which they may have with contractors.

3. With the exception of the technical data which is supplied to contractors from Air Ministry experimental establishments no information regarding the employment or qualities of their products will be furnished to contractors from service sources, and C.Os. will ensure that all such information is withheld from contractors or their representatives. If necessary, contractors may be referred to the Air Ministry.

4. The disclosure to members of contracting firms of any information in regard to the processes of other firms or of inventors is forbidden.

1091. Purchases and Sales of Stores.—1. Purchases from, or sales to, an officer, airman or other person in the employment of the Air Ministry will be permitted only as provided in air force regulations or, in very special circumstances, with the prior approval of the Air Council.

2. An officer, airman or employee may not, in any circumstances, purchase air force stores at public sales conducted under the auspices of the Air Ministry.

3. This para. does not apply to officers or airmen of the R.A.F. Reserve or the Auxiliary Air Force, unless they hold a whole-time appointment in the R.A.F.

1092. Political Meetings and Candidature for Parliament.—1. No officer or airman of the regular air force or member of the Princess Mary's R.A.F. Nursing Service is permitted to take any active part in the affairs of any political organisation or party, either by acting as a member of a candidate's election committee, or by speaking in public, or publishing or distributing literature in furtherance of the political purposes of any such organisation or party, or in any other manner.

Digitized by Google

2. No officer or airman of the regular air force or member of the Princess Mary's R.A.F. Nursing Service is permitted to issue an address to electors or in any other manner publicly to announce himself or herself, or allow himself or herself to be announced as a candidate, or a prospective candidate, for election for any constituency to the Parliaments of the United Kingdom, Northern Ireland, Eire, or Malta.

2A. An officer or airman or member of the Princess Mary's R.A.F. Nursing Service may not accept any office in any municipal corporation or other local government council, or allow himself or herself to be nominated for election to any such office, without the sanction of the Air Council.

3. Officers desiring to retire, or resign, or transfer to the reserve, airmen desiring to be discharged, or to transfer to the reserve and members of the Princess Mary's R.A.F. Nursing Service desiring to retire or resign with a view to standing as parliamentary candidates must make application through the usual service channels. The approval of such applications will depend on the exigencies of the service. An officer or member of the Princess Mary's R.A.F. Nursing Service whose application is approved will be treated as retiring or resigning, or transferring to the reserve voluntarily. An airman if discharged will be granted a free discharge; if transferred to the reserve he will be treated as so transferred with his own consent.

4. The prohibitions contained in clauses 1, 2 and 2A above apply to officers (except marshals of the R.A.F. while unemployed) and airmen of the regular air force and to members of the Princess Mary's R.A.F. Nursing Service notwithstanding that they may be on half-pay or seconded or lent or granted leave without pay. They also apply to retired officers and members of the Princess Mary's R.A.F. Nursing Service when recalled to service or re-employed with the regular air force, and to officers and airmen of the reserve and auxiliary forces and members of the Princess Mary's R.A.F. Nursing Service Reserve of Nurses when called out for service (other than training), or embodied, or when serving with the regular air force.

1093. Smoking.—1. An officer or airman will not smoke when engaged on any duty unless sanction has been given by superior authority.

2. Permission may be given for apprentices and boy entrants above the age of eighteen to smoke off duty under such conditions as the A.O.C. may consider advisable.

3. A driver of a M.T. vehicle will not smoke when on duty with or in his vehicle.

4. Smoking in aircraft is forbidden, except that in flying boats with metal hulls in which no petrol tanks are situated, smoking may take place (subject to clause 1) at other times than during the entire operation of fuelling, i.e. from the time it is about to commence until all hose pipes have been re-stowed and any spilt petrol has been removed.

1094. Gambling Forbidden.—All gambling in stations, camps or barracks is forbidden. This includes bookmaking, or acting as an agent for a bookmaker. An order in these terms will be promulgated in local orders at intervals not exceeding three months.

Digitized by Google

1095. Intoxicants.—The introduction of wines, spirits and other intoxicants into barrack rooms and such other places as may for the time being be specified in standing orders, is forbidden. Corporals and aircraftmen may, however, be permitted to receive one pint of beer with their dinner. Apprentices and boy entrants will not be allowed to consume any alcoholic liquor.

1096. Civil Employment, &c.—1. An officer on full pay, or an airman, is not permitted, without the special sanction of the Air Ministry, to belong to the directorate of any public, industrial, or other company, or to assist or advise any such company or firm relating to their plant, processes, or products. An officer or airman is forbidden to act either directly or indirectly as an agent for, or accept any paid post in connection with, any company, firm, or individual engaged in trade.

2. An officer on full pay or an airman is forbidden to engage in trade or accept any continuous civil employment of profit. He may, however (except as regards the flying of civil aircraft, as to which *see* paras. **799** and **800**), with the sanction of superior authority, accept casual employment provided that—

(*a*) he does not replace, and receive the remuneration of, a civilian who is on strike;

(*b*) ordinarily, he is not remunerated at a rate lower than that paid to a civilian in like employment.

3. The Air Ministry will in no circumstances accept any responsibility for any accident or damage to air force personnel (whether serving on full pay or half-pay), other parties, or to property, occasioned during employment outside air force duty.

4. The restrictions in this para. do not apply to airmen on leave immediately preceding discharge or transfer to the reserve. An airman who, while on such leave, obtains employment as a civilian under the Air Ministry, may draw either his service pay and allowances or his emoluments as a civilian, whichever amount is greater, but not both. Airmen about to be engaged in a civilian capacity under the Air Ministry will be informed of these conditions.

5. The position of an officer on half-pay in this regard is dealt with in para. **3508.**

1096A. Acceptance by Officers of Offers of Future Business Appointments.—Officers of and above the rank of air vice-marshal, and in addition officers holding posts of a special or technical character (*see* Appendix XXVIII, para. 6), will be required to obtain the approval of the Air Council before accepting, within two years of retirement or resignation, business appointments of the types referred to in Appendix XXVIII. Applications will be submitted through the usual channels to the Air Ministry for consideration.

1097. Annual and Interim Confidential Reports on Officers.—1. Except as provided in clause 2 (*b*) and (*c*), a confidential report on every officer will be furnished so as to reach the Air Ministry annually on 1st August. The report will be made on Form 367, except for equipment, accountant and medical officers when Forms 2104, 73 and 682 respectively will be

Digitized by Google

used.* In addition to the annual reports, reports will be rendered, as fully as possible, on all officers leaving the active list on or after 1st December in any 'confidential report' year. In the case of officers who become non-effective between 1st August and 1st December full reports need not be furnished, but, for officers of the general duties branch, the number of hours flown during the period from 1st June to the date of leaving the active list will be reported.

2. (*a*) The C.O. of a unit on whose strength an officer is borne on 31st July (or the competent medical authority for a medical officer) is responsible for ensuring that a report is rendered in respect of that officer. Action to ensure as complete a report as possible for the year will be taken as indicated in clauses 3, 4 and 5. The C.O. on whose strength the officer is borne on 31st July (or the competent medical authority) will himself report on the officer, unless he feels that he has not sufficient knowledge of the officer to render a report. In this case he will forward a statement to that effect, but the certificate as to medical fitness or otherwise will always be completed.

(*b*) Annual confidential reports need not be rendered on probationary officers undergoing training at flying training schools, or on officers who, having been confirmed in rank, are completing their course, Form 1587, rendered at the conclusion of the course, being accepted in lieu. For such officers who join units *ex* a flying training school between 1st April and 31st July inclusive, only paras. 16 and 17 (Flying times) and 25 (Medical certificate) of Form 367 need be completed.

(*c*) Confidential reports on Form 682 need not be furnished on medical or dental officers whilst undergoing, or on completion of, a course of training at the Medical Training Depôt.

(*d*) Confidential reports on Forms 2104 or 73 need not be furnished on equipment or accountant officers respectively whilst undergoing, or on completion of, an initial course of instruction.

3. (*a*) If an officer (other than a medical officer) is posted from one unit to another at home, or in the same command abroad on or after 1st February in any year, the authority referred to in clause 2 will obtain from the officer's former C.O. a report on Form 367, 2104 or 73 as applicable, which he will attach to, and forward with, the annual report. In all cases the report from the former C.O. will be transmitted, through the usual channels, to the officer's present unit.

(*b*) If a medical officer is posted from one unit to another within the same command on or after 1st February in any year, the competent medical authority will obtain reports on Form 682 from the C.O. of the former unit. These he will attach to, and forward with, the annual report. If a medical officer is posted from one command to another at home on or after 1st February in any year the procedure laid down in clause 4 (*b*) will be adopted. (*See* clause 2 (*c*) as to reports on medical officers who join units on completion of a course of training at the Medical Training Depôt.)

* *See* paras. **353A, 356B** and **357A** regarding the rendering of the promotion reports on Form 367A in respect of flight lieutenants of the general duties, equipment and accountant branches.

Digitized by Google

4. (*a*) If an officer (other than a medical officer) is posted to or from the home establishment or from one command abroad to another on or after 1st February in any year, the C.O. of the previous unit will immediately complete and forward to the Air Ministry through the usual channels, a confidential report on Form 367*, 2104* or 73* as applicable, which should be shown to and initialled by the officer before he leaves his unit; the certificate as to medical fitness should not be completed. He will at the same time forward to the C.O. of the unit to which the officer is posted a certificate that the confidential report has been forwarded to the Air Ministry. The C.O. of the new unit will be responsible for seeing that this certificate is obtained and attached to the annual report when rendered to the Air Ministry. When, however, an officer posted to the home establishment will still be on leave from overseas on 31st July, the report rendered under this clause will be regarded as the annual confidential report and completed in all respects before the officer leaves his oversea unit. A certificate that the report has been rendered will invariably be sent to the C.O. of No. 1 R.A.F. Depôt.

(*b*) If the officer so posted be a medical officer, the competent medical authority of the former command will cause a Form 682 to be completed as laid down in clause 8, and will forward a copy to the officer for him to sign and return, at the same time adding to the original report a certificate that this has been done. In other respects the procedure will be as laid down in clause 4 (*a*) except that the certificate referred to therein will be sent by the competent medical authority of the former command to that of the new command. (*See* clause 2 (*c*) as to reports on medical officers who join units on completion of a course of training at the Medical Training Depôt.)

5. If an officer—

(*a*) has been borne on the strength of the same unit for the whole or the greater part of the year but owing to illness or special leave has been absent for the whole or the greater part of the year; or

(*b*) has served less than three months under the officer responsible for rendering the report and has not served under any other officer during the year;

a note to this effect will be made on the requisite form which will be completed as far as possible.

6. A report will be strictly confidential as between the officer reporting and the officer reported on. It will be considered privileged, and will never be made public.

7. Except for a medical officer, a report will be made out in the first instance by the C.O. or other immediate superior of the officer reported on, and before further action is taken the report will be shown to and initialled by the officer concerned. All the reports of a unit will be forwarded together for the remarks of senior authorities, and by the senior authority to the Air Ministry.

8. (*a*) At home, Form 682 will be completed for a medical officer as follows:—

* *See* footnote to clause 1.

Digitized by Google

(i) The C.O. of the unit will complete Section "A".

(ii) The C.O. of the station will complete Section "B".

(iii) If the unit be a medical unit or if there be a S.M.O. at the station, the C.O. of the medical unit or the S.M.O., as appropriate, will complete paras. 1 to 6 of Section "D".

(iv) The C.O. of the station or medical unit or the S.M.O. will forward the report to the P.M.O. to complete Section "D".

(v) The P.M.O. will return the report to the unit in two envelopes, the inner envelope being addressed to, and to be opened by, the officer concerned for his signature at Section "E".

(vi) The officer concerned will return the report to the unit in a sealed envelope, inscribed "F.682....(*Name*)....To be opened personally by S.P.S.O.....Group", for forwarding to the group for the completion of Section "F".

(vii) The report will then be forwarded to the P.M.O. so that he may be aware of the remarks of the air or other officer commanding the group, and he will then return it to the headquarters of the group for transmission to the Air Ministry.

(*b*) Abroad, the same procedure will be followed except that "command" will be substituted for "group", wherever the latter appears.

9, 10 and 11. *Deleted.*

12. An air or other officer commanding will remark on members of his staff, senior commanders, or commanders of units administered by the Air Ministry, and may also remark on any other officer under his command. Reports rendered on station commanders and senior officers holding staff appointments will, when from groups forming part of a command, be rendered by the A.O.C. the group and referred for the remarks of the A.O.C.-in-C. before transmission to the Air Ministry.

13. Due weight will be given by the Air Council to a report, whether favourable or adverse, or partly favourable and partly adverse, in considering an officer's fitness for his present posting, or for other employment, or for further promotion.

13A. In para. 28 of the report on each permanent officer of less than five years' service, the C.O. of the unit will remark on the qualifications for specialization of the officer reported upon. The remarks will have regard both to the general suitability of the officer for specialization and to his ability and keenness in one or more of the specialist subjects as shown by his work in the unit.

14. *Deleted.*

15. Copies of annual reports will not in any circumstances be retained in unit or headquarter offices.

15A. *See* para. **695** as to the insertion of flying hours in the report.

16. Reports on R.A.F. officers of the Fleet Air Arm, not borne on ship's books, will be rendered in accordance with clauses 1 to 15.

17. *Deleted.*

18. *See* para. **1443** as to medical examination.

Digitized by Google

1097A. Communication of Reports to Officers.—1. An annual or interim confidential report will be shown to and initialled by the officer on whom it is rendered as soon as the C.O. or other immediate superior has completed his remarks. If the report is an interim one it will, wherever possible, be shown to and initialled by the officer concerned before he leaves his unit. In the event of an officer being away from the station, a copy of the report will be sent to him to see and initial, a certificate that this has been done being added to the original report, which must not be delayed on this account in transmission with others to higher authority. Whenever the report contains any assessment or comment of an unfavourable nature, the copy which has been initialled by the officer will be forwarded for attachment to the original report.

2. A satisfactory report from the C.O., having been shown to and initialled by the officer reported on, will not again be shown to the officer concerned after the remarks of an officer superior to the C.O. have been made, unless such remarks are adverse. An adverse report from the C.O., if maintained by a superior officer, will, however, again be shown to and initialled by the officer reported on.

3. In the event of a superior officer reporting favourably on an officer who has been adversely reported on by his C.O. or other immediate superior, or reporting adversely when a favourable report had been rendered, the conflicting reports will be inquired into by the authority next in order of superiority, who will record his opinion and cause it to be communicated to and initialled by the officer concerned. A note will be made in the report that these instructions have been duly attended to, or an explanation furnished when they have not been carried out.

1097B. Special Reports.—If a C.O., or the commander of a group or command, considers it necessary, at any time other than that of rendering the annual report, to make a report upon an officer serving under his command, he will, if the report is in any way unfavourable to the officer, show it to him and obtain his initials upon it. When such a report is transmitted to higher authority, the report, as it emanated from the officer who originated it, will be sent accompanied by the actual remarks of each superior officer through whom it has passed; a report and the remarks of higher authorities will not in any circumstances be paraphrased. If the remarks of the various officers through whom the report passes do not agree, para. **1097A,** clause 3, will be complied with. A superior commander who receives such a report will use his discretion in deciding whether the matter is of sufficient importance to warrant his sending it on to higher authority, or to the Air Ministry, as appropriate; he should, however, always communicate his decision to the officer from whom he received the report. The document transmitted to higher authority or to the Air Ministry will invariably be the one bearing the initials of the officer concerned. (*See* para. **332** as to reports on an officer unsuitable for his posting and para. **377** in respect of adverse comment on officers on courses.)

1098. Service Police Duties.—1. When military and air force personnel are acting together abroad* in the circumstances provided for in para.

* The powers of arrest of provost marshals and their assistants in the United Kingdom and during the continuance of the war are defined in A.M.O. A.897/41.

Digitized by Google

126, clause 5 (*a*), the military provost marshal and his staff may exercise powers of arrest as defined in Section 45 (3) of the Air Force Act over air force personnel. Likewise, the air force provost marshal and his staff may exercise in similar circumstances powers of arrest under Section 45 (3) of the Army Act over military personnel. Where an officer of one force is appointed by the officer commanding the other force under Section 74 of the Army Act or Air Force Act to be an assistant provost marshal of that other force, he and his staff may exercise over members of the other force all such powers of interrogation, arrest, and temporary detention not exceeding, however, those laid down in Sections 45 and 74 of the Army and Air Force Acts as though they were the holders of similar appointments in the other force. Naval pickets and air force service police have no powers of arrest, etc., over airmen or naval ratings respectively, except in the circumstances provided for in para. **125**, clause 5 (*c*).

2. An air force provost marshal will be appointed abroad when occasion requires.

3. The service police allotted in the establishment of a unit will normally be employed within their own station (*see also* para. **826**). An air or other officer commanding may, however, authorise the employment of service police to act under the orders of a specially appointed air force officer and in liaison with the military police in any locality in which he considers such a course to be necessary: when so employed their duty will be to maintain good order and air force discipline and to take into custody air force personnel behaving in a disorderly manner.

4. If an air or other officer commanding, owing to the fact of there being no military assistant provost marshal in the vicinity of any place, or owing to any other reason, considers such a proceeding necessary, he will detail a specially selected officer who can be temporarily spared from other duties to control the service police pickets or patrols within a prescribed area. This officer will carry with him the orders given to him by the air or other officer commanding in case his authority is questioned. He will not possess the powers of arrest held by duly appointed assistant provost marshals: he will normally confine his efforts to matters of behaviour. On taking up his duties, he will communicate at once with the nearest military assistant provost marshal.

5. Should an air or other officer commanding find it necessary to make further provision for the maintenance of order and discipline at any place, he will give directions for a picket or patrol to be detailed as convenient for the purpose.

6. *See also* para. **192** as to special armlet.

1099. Proceedings at Inquests.—When any incident in which an airman is involved gives rise to a coroner's inquest, an officer will be detailed in accordance with the procedure laid down in para. **1133**, clause 1, to attend and watch the proceedings. The officer so detailed will be careful not in any way to act as advocate.

1100. Proceedings under Ordinary Law.—1. The following regulations with regard to legal proceedings taken by or against persons subject to the Air Force Act are notified for the information of all concerned (*see*

Digitized by Google

also para. **1133** as to procedure when an airman is charged with an offence before a civil court).

General Instructions.

2. An officer cannot properly be made subject to any legal proceedings or orders of court which may be taken or made against him not in his individual capacity, but as the representative of the Air Ministry, or in matters where the Air Ministry, and not the officer individually, is the party really concerned, except at stations abroad where special legislation authorises such a course. Should any such proceedings or orders be taken or made, legal advice should at once be taken with a view to applying to have them set aside, and such legal steps should be taken as may be necessary for that purpose, and the matter at once reported to the Air Ministry, and no consent to any such proceedings should be given without the authority of the Air Council. Actions on government contracts and orders for the attachment of government money may be mentioned as illustrations of the class of proceedings indicated above.

England and Wales.

3. All offences against the ordinary criminal code of the country committed by persons, subject to the Air Force Act, and brought to the cognizance of the C.O. should forthwith be notified by him to the local police, in order that the same may be duly investigated by their agency, and punished by the civil criminal tribunal.

4. In any criminal case where any legal aid is thought to be necessary a remand will be applied for, and a full report of the case (with depositions, if any) transmitted to the Air Ministry, for reference to the Treasury Solicitor.

5. A solicitor will not be employed on behalf of the public, either for the purpose of legal proceedings* (civil or criminal) or of obtaining advice, except in cases of such urgency that reference to the Treasury Solicitor cannot be made in time. In such cases of urgency, the local agent of the Treasury Solicitor should be consulted in places where such an agent has been appointed; elsewhere the choice of a solicitor must be left to the officer employing him. The matter should at once be reported and, in criminal cases, a remand should be applied for, and no action beyond that which is absolutely necessary should be taken without reference to the Treasury Solicitor.

6. When legal advice is required, or authority is sought to commence or to defend legal proceedings, either in the name of, or on behalf of, the Air Council, a full statement of the facts must be sent to the Air Ministry, authenticated by the head of the department or C.O. concerned (unless the urgency of the case requires a direct reference to the Treasury Solicitor).

7. When an officer or airman is made defendant in civil or criminal proceedings, the defence thereof will be conducted upon the sole

* This procedure will apply also to inquests at which the attendance of a solicitor is deemed specially desirable.

Digitized by Google

responsibility of such defendant until the decision of the Air Council is given.

8. When any claim is preferred to the Air Council for assistance in, or for the reimbursement of the cost of, the defence, a copy of the writ or statement of claim in civil cases and copies of the information and summons or warrant in criminal cases—or, if the case has gone to trial, a copy of the indictment—should be furnished, with a full statement of the facts showing that the act complained of was one sanctioned by competent authority, or clearly within the prescribed course of the defendant's duty.

Scotland.

9. Legal advice will be obtained when necessary in urgent cases, by the air or other officer commanding from the Air Ministry Law Agent in Edinburgh.

Abroad.

10. When the adoption or the defence of legal proceedings abroad cannot wait the previous sanction of the Air Council, such proceedings should be undertaken only on the special authority of the air or other officer commanding, to whom a report of the circumstances of the case will be addressed by the head of the department or officer on whose recommendation the legal proceedings are proposed to be taken.

11. This report and statement will be forwarded by the air or other officer commanding, together with a copy of his letter authorising legal proceedings, and a full explanation of his reasons for authorising them, to the Air Council for final approval; and in no case will the expenses incurred be admitted as a charge against imperial funds unless such approval has been obtained.

12. When legal proceedings have been authorised, the head of the department or C.O. concerned acting under the instructions of the air or other officer commanding will, from time to time, furnish the legal adviser of the Air Ministry with such information and assistance as he may require, and the air or other officer commanding will keep the Air Council advised as to the progress of the proceedings.

13. In colonies which have a responsible government, and in which the law officers of the Crown may be frequently changed, and in other cases in which from some local circumstances the air or other officer commanding, with the assent of the governor, may consider that the law officers of the Crown are unable to attend conveniently to the business of the Air Ministry, the air or other officer commanding will select a legal adviser of character and eminence in his profession to act for the Air Ministry; he may be one of the colonial law officers or not, but if not a law officer, or an adviser paid by annual salary under clause 14, his name should be reported for the approval of the Air Council.

14. The remuneration of the selected adviser of the Air Ministry will either be (*a*) by an annual salary to be fixed by the Air Council with the previous concurrence of the Lords of the Treasury, or (*b*) by fees certified (i) by the air or other officer commanding to have been properly incurred (and not included in any previous charges), and (ii) if over £10 by some local law officer, local registrar, taxing master, or other

Digitized by Google

independent and competent local legal authority, to be fair and reasonable and in accordance with the scale of professional remuneration for like services prevailing in the colony. The fees in non-contentious cases (if over £10) should, if possible, be certified, if not by a law officer, by some local registrar or official without the expense of a formal taxation by a taxing master. In cases of litigation the costs (if over £10) should be formally taxed. No taxation or certificate under head (ii) will be necessary for auditing purposes when the bill is under £10, the air or other officer commanding being responsible for the reasonableness of the charge.

15. There are cases in which the services of the legal officer of the Crown can only be rendered as a barrister, and a case must, therefore, be prepared for him by a solicitor, and in some minor cases the services of the solicitor may alone be required. An air or other officer commanding will, therefore, use his judgment in such cases where a diminution of legal expenses may be effected without sacrificing public interests.

16. The colonial authorities will be called upon to prosecute civilian offenders at the expense of the colony, unless the case be of so grave or special a character as to make it desirable that special agents should be employed on behalf of the home government.

1101. Air Force Act—Acquaintance with.—1. C.Os. will ensure that every airman under their command is acquainted with the purport of Sections 4 to 44, Air Force Act. The provisions of these sections of the Act will, from time to time, be explained to airmen, and particularly to recruits, apprentices and boy entrants on first joining, so as to preclude the possibility of ignorance on their part of the additional offences and punishments to which they render themselves liable by becoming subject to air force law. A copy of the Act will be kept in the men's reading room at all permanent stations at home and abroad.

2. C.Os. will further ensure that the following notice is read out to the personnel under their command once in every three months:—

> "Under the existing law, any person who shall maliciously and advisedly endeavour to seduce any person or persons serving in H.M. forces by sea, land or air from his or their duty and allegiance to His Majesty or to incite or stir up any such person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person."

1102. Concealment of Venereal Disease.—In every unit there is to be a standing order directing that an airman who is suffering from venereal disease is to report himself sick without delay. This standing order will be read to the unit on parade at intervals not exceeding three months, care being taken that it is specially brought to the notice of all recruits on joining. Concealment of venereal disease will be dealt with under Section 11, Air Force Act, and not under Section 18 (3) or Section 40.

Digitized by Google

1103. Witnesses in Private Lawsuits.—1. Applications for the attendance of R.A.F. personnel to give evidence in private lawsuits will be reported at once through the usual channels (or, if urgent action is necessary, directly) to the Air Ministry when matters connected with their service duties are involved, in order that it may be considered whether any question arises of claiming privilege on grounds of secrecy or otherwise. Evidence will not in any case be given except on subpœna. Abroad the report will be made to the air or other officer commanding, who will give the necessary instructions.

2. Only in very special circumstances would Air Ministry authority be given for an officer or airman to appear as an expert witness in connection with matters on which he has acquired knowledge or experience in the course of his official duties. Requests to give expert evidence should be declined and, if they are pressed, reported at once to the Air Ministry.

1104. Administration of Oaths.—Officers are warned that before administering an oath they must satisfy themselves that the occasion is covered by authority under the Air Force Act or Rules of Procedure, or under some other enactment or statutory regulation. The Air Force Act and Rules of Procedure make provision for oaths to be administered at a court martial, at the summary disposal of charges under Section 46 or 47 of the Air Force Act, at the taking of a summary of evidence, at the enlistment of a recruit, or at a court of inquiry. An investigating officer, i.e., a single individual acting in lieu of a court of inquiry, cannot administer an oath.

Section II.—Arrest and Custody (before Sentence).

1110. Air Force Custody—Definition.—1. Under Section 45 (2) of Air Force Act, "air force custody" as applied to an officer or airman not under sentence means putting the offender in arrest or in confinement, and includes naval and military custody.

2. Air force custody for an officer or airman (not under sentence) usually means arrest, but an officer or airman may, if circumstances require it, be placed for custody under the charge of a guard, picket, patrol, sentry, or member of the service police.

1111. Arrest—Definition and Conditions.—1. Arrest is either close arrest or open arrest. The nature of the arrest will be specified at the time the arrest is made.

2. An officer in close arrest is not to leave his quarters or tent, except to take such exercise under supervision as the medical officer considers necessary.

3. When in open arrest an officer may take exercise at stated periods within defined limits, which will usually be the precincts of the barracks or camp of his unit; these limits may be enlarged at the discretion of the C.O. of the station. An officer in open arrest may, under strict orders as to his conduct, be directed to proceed from one station to another, or be permitted to leave his station for a particular purpose. An officer in open arrest is not to use his own, or any other mess premises whatsoever; he is not to appear in any place of amusement

Digitized by Google

or entertainment or at public assemblies, and he is never to appear outside his tent or quarters dressed otherwise than in uniform.

4. The preceding clauses will apply also to a warrant officer or N.C.O. A N.C.O. in open arrest is forbidden to enter a liquor bar or corporals' room, but if he is a member of the sergeants' mess he may have his meals in the mess.

5. An aircraftman, apprentice or boy entrant in open arrest will not quit barracks until his case has been disposed of, but he will attend parades. He will not be allowed to enter the liquor bar of the institute. An aircraftman, apprentice or boy entrant, on being placed in close arrest, will be placed in confinement under charge of a guard, picket, patrol, sentry, or member of the service police, and will be searched and deprived of knives and other weapons. The accommodation usually available in barracks for the temporary confinement of aircraftmen, apprentices or boy entrants in close arrest is the guard detention room attached to the guard room, and similar smaller rooms for the confinement of those who are to be kept apart.

6. An airman in close arrest (not under sentence) may be committed, by an order signed by his C.O. on Form Q (*see* Manual of Air Force Law), for temporary safe custody for any period not exceeding seven days to any service detention room, or where no service accommodation is available, to a police station or lock-up.

7. An airman who has been remanded for trial by court martial, or who has been tried and is awaiting promulgation of the finding and sentence, may be committed for safe custody to a service detention room as laid down in clause 6, if no safe custody is otherwise available. The commitment will be made on Form R. (*See* Manual of Air Force Law.)

8. An airman in arrest will be deprived of his cap and of any articles (for which a receipt will be given) he can use as missiles during the investigation of offences and during his trial.

9. An offender, while in close arrest, will not be required to perform any duty, other than such duties as may be necessary to relieve him from the charge of any cash, equipment, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for the offence for which he is under arrest. On active service, however, an offender may be ordered to bear arms, attend parades, and perform all his ordinary duties, provided that care is taken to ensure that he is called upon to perform no duties in addition to those performed by airmen who are not in arrest or undergoing punishment. An offender, while in open arrest, may be ordered by his C.O. to carry out such flying or other duties as may be necessary in the course of his training, or such part of his ordinary duties as his C.O. may consider advisable that he should perform.

10. An offender when in close arrest is not to bear arms, except by order of his C.O. in an emergency, or as provided in clause 9.

11. An airman in close arrest will be allowed his bedding, except when charged with drunkenness when he will be allowed one or more blankets only, and will take sufficient exercise, under supervision, for the preservation of his health.

Digitized by Google

12. *See* para. **1022** as to airmen in arrest on board ship; and para. **1295** as to release from arrest pending promulgation of the proceedings of a court martial.

1112. Power to Arrest or Place in Custody.—The power of an officer, warrant officer or N.C.O. to place an offender in custody is defined in Section 45 (3), Air Force Act.

1113. Officer—When to be placed in Arrest.—An officer may be placed in arrest by a competent authority without previous investigation when circumstances so require; but a C.O. on receiving a complaint, or learning of circumstances tending to incriminate an officer, will not ordinarily place him in arrest until he has satisfied himself by inquiry that it will be necessary to proceed with the case and to report it to superior authority. He will invariably place in arrest an officer respecting whom he has ordered a summary of evidence to be taken or against whom he prefers a charge. After the summary or abstract of evidence has been taken and pending trial or final disposal of the case, or if for any reason the taking of the summary of evidence is delayed, the officer will normally be released from arrest without prejudice to re-arrest, unless the circumstances are such that his continuance in arrest is considered advisable (*see also* para. **1121**). When an officer is placed in arrest, whether afterwards released or not, the C.O. will report the case without delay to the air or other officer commanding and to the Air Ministry.

1114. Release of Officer from Arrest.—1. It is not desirable, except when it appears that the arrest has been made through error, that an officer should be released from arrest by the officer who ordered his arrest, without the sanction of the highest authority to whom the case may have been referred.

2. An officer has no right to demand a court martial upon himself, or, after he has been released by proper authority, to persist in considering himself under the restraint of arrest, or to refuse to return to his duty.

3. Where an officer is released from arrest without being dealt with summarily or tried by court martial, a report of the circumstances will be sent to the Air Ministry by the officer who orders the release. Cases disposed of under Section 47, Air Force Act, will be reported as laid down in para. **1153**, clause 6.

4. *See also* para. **1295.**

1115. Airmen—When to be placed in Arrest.—1. An airman charged with a serious offence will be placed in arrest forthwith, but if the offence alleged appears not to be serious, it may be investigated and disposed of without previous arrest. He will not be placed in close arrest for offences unaccompanied by drunkenness, violence, or insubordination, unless confinement is necessary to ensure his safe custody or for the maintenance of discipline.

2. *Deleted.*

3. An aircraftman, apprentice or boy entrant who disobeys an order distinctly given or resists the authority of a warrant officer or N.C.O. will be placed in close arrest without altercation, and the fact immediately reported to his subordinate commander or to the adjutant. When a warrant officer or N.C.O. has to place an aircraftman, apprentice or boy

Digitized by Google

entrant in close arrest, he will obtain the assistance of one or more aircraftmen to conduct the offender to the guard room and will himself avoid coming in contact with him.

4. An aircraftman who is drunk will be placed in close arrest, alone, if possible, in a guard detention room. He may be deprived of his boots except when the weather is cold and he is likely to suffer in consequence. He will be visited and his condition ascertained at least every two hours by a N.C.O. of the guard and an escort. Should any symptoms of serious illness be observed a medical officer will forthwith be sent for.

5. When an airman makes a confession of desertion or of having committed an offence in relation to enlistment, and the investigation cannot immediately be completed, he need not be placed in arrest pending inquiry. But if at the time of confession, or subsequently, he is charged with any other offence, he may be placed in arrest and the investigation and trial may proceed for that offence independently of the confession.

6. When an airman has remained in close arrest for more than two days the fact will be notified in the casualty form (Form 739) forthwith. In such cases, release from close arrest will also be promulgated in the casualty form, irrespective of any notification under clause 7. The cause of release (e.g. dealt with by C.O., charge dismissed, charge not proceeded with, &c.) should be stated.

7. When an airman is convicted, either by court martial, a civil court, or his C.O., of an offence for which he has been placed in close arrest, and forfeiture of pay under para. **3470,** clause 1 (*d*), is involved as a result of such conviction, the notification in the casualty form of the conviction should also state the period in custody in order that the airman may forfeit pay accordingly.

1116. Treatment in Cases of Drunkenness.—1. An airman suspected of being drunk will not be put through any drill or tested for the purpose of ascertaining his condition.

2. An airman charged with drunkenness will not be brought before an officer for investigation of the charge until he is perfectly sober; for this purpose 24 hours should usually be allowed to elapse before the investigation.

1117. Identification of Offenders.—Except as provided in para. **1165,** when circumstances render the identification of an alleged offender necessary, the identification should, as a rule, be carried out in the presence of an officer.

1118. Offender taken into Custody away from his Unit.—When an officer or airman is taken into custody by the naval, military or civil authorities, the latter will require the C.O. of any air force unit to remove the offender. The C.O. so notified will, if the offender belongs to his unit, despatch an escort to take him over. If the offender does not belong to his unit, the C.O. will report details to the C.O. of the unit concerned, informing the naval, military or civil authorities of the action taken and the C.O. of the offender's unit will send an escort without delay to take him over.

Digitized by Google

1119. Offender in Custody—Delivery of Charge.—1. Attention is directed to Sections 21 (2) and 45 (4), Air Force Act, under which it is the duty of an officer, warrant officer or N.C.O., who commits any person into custody, to deliver at the time, or as soon as practicable, and always within 24 hours, an account in writing, signed by himself, of the offence with which the person so committed is charged.

2. If the account in writing, referred to in clause 1 (in this para. referred to as " the charge "), is not delivered at the time, an oral report giving the nature of the alleged offence will be made. If the charge is not received within 24 hours, the commander of the guard will either take steps to procure it or report that he has not received it to the officer to whom his guard report is furnished, who, if the charge or other evidence sufficient to justify the continued arrest is not forthcoming, will, at the expiration of 48 hours from the time of committal, order the release of the person in custody. In order to comply with the provisions of Section 21 (3), Air Force Act, the name and offence of every person received into custody and the rank and name of the person by whom he is charged will be entered by the commander of the guard in his guard report, and the original charge sheet or a copy thereof will be forwarded to the C.O. of the person in custody.

3. The commander of a guard shall upon the request of any person received into custody, declare to him the rank and name of the person preferring a charge against him or ordering his arrest, and give to him a copy of the charge as soon as he himself receives it.

4. A commander taking over a guard will check over the airmen confined under the custody of the guard with the names of those entered in the guard report.

1120. Offender in Custody—Disposal of Case.—1. It is of the utmost importance that, when an officer or airman is in custody, his case should be investigated and that he should be brought to trial (if necessary) at the earliest possible moment. The provisions of Section 45 (1) and (5), Air Force Act, and of R.P. 1, 2, 5 (B) and 17 (C), where they apply, will invariably be complied with. The report prescribed in Section 45 (1), Air Force Act, and in R.P. 1 will be made whether the person in custody is a patient in hospital, or for whatever cause the case is not proceeded with. On the receipt of every such report the officer to whom application for trial will be submitted will satisfy himself as to the necessity for the officer's or airman's continuance in custody.

2. Under Section 21 (1), Air Force Act, serious liability is incurred by an officer who causes an officer or airman to be detained in custody for an unnecessarily long period without investigating or taking steps to bring him to trial.

3. *See also* para. **1608.**

1121. Accused Person Remanded.—When an accused person is remanded for further investigation, or for trial by court martial (whether upon his own election or not), it is a matter for the discretion of the C.O., and it is always his duty to consider, whether, having regard to all the circumstances, the accused should or should not be released from close or open arrest (as appropriate) and either placed in open arrest or released without prejudice until trial or further orders (*see also* para. **1111**).

Digitized by Google

SECTION III.—INVESTIGATION AND DISPOSAL OF CHARGES.

1126. General Rules for Investigation.—1. Every charge against an officer or airman will be investigated in his presence without delay in accordance with the Rules of Procedure.

2. An officer, who does not dismiss or summarily dispose of a charge which he investigates, will carefully avoid expressing any opinion as to the guilt or innocence of the person charged.

3. The charge against an officer or airman in arrest will be disposed of daily (Sundays, Good Friday, and Christmas Day excepted), and when practicable, in the morning.

4. Every charge against an airman will be investigated in the first instance by the subordinate commander at such hour as will allow of an airman reserved for disposal by the C.O. being ready to go before him at the appointed time. At this investigation the subordinate commander will decide whether he should dismiss the charge or dispose of the matter by the award of a minor punishment, or whether a *prima facie* case has been established for the attention of the C.O. The investigation will be made even though the offence appears to be of too serious a nature to be disposed of by the subordinate commander.

5. An adjutant, as such, has no power to award any summary or minor punishment; but if he is in temporary command (*see* para. 112) or is acting as a subordinate commander, he may make such awards as are within his powers as such temporary or subordinate commander. In no case should any such award be recorded as being made by him as adjutant.

1127. Entry of Charges and Awards.—1. For offences of airmen in close arrest, the charge will be made out on the guard report (Form 160) by the commander of the guard, or, where there is no guard, by the N.C.O. responsible for the custody of airmen in close arrest. Where the case is disposed of on the guard report, the manner in which it is so disposed of and the punishment (if any) awarded will be entered in the appropriate column of the form in the handwriting of the officer who deals with it.

2. Whenever an airman is brought before his subordinate commander on a charge, the subordinate commander will obtain the offence report (Form 281) from the unit orderly room. When he disposes of an offence himself he will complete the entries in respect of each charge and return Form 281 to the orderly room (where it should normally be retained) in order that particulars may be available for inclusion in a casualty form (Form 739) if necessary. On each Saturday the unit commander will sign the offence report for the week ("Nil for week ending ....." being inserted if there have been no entries during the week) and forward it to station headquarters for the purposes stated in clause 9: the form will be returned week by week to the unit orderly room and will remain in use until all the space on both sides has been utilised. If a charge for which a N.C.O., aircraftman, apprentice or boy entrant, has been in close arrest is disposed of by the subordinate commander, the fact will be reported by the C.O. of the unit to station headquarters, where the entry " Disposed of " will be made in the punishment column of the guard report.

3. When a subordinate commander remands a case for disposal by his C.O., he will submit a Form 252 to that officer for entry in the guard report of the unit, before the hour fixed for the disposal of offenders

Digitized by Google

by the C.O. The disposal of the offence by the C.O. will be entered by him in the guard report, and the Form 252 will be completed by the C.O., and returned to the subordinate commander who will then complete his offence report (Form 281) and the conduct sheets in his possession. The Form 252 may then be destroyed if it originated in the unit. This clause need not be applied where the C.O. is satisfied that entries on the offence report can, without inconvenience, be copied direct on to the guard report and vice versa.

4. Charges submitted by naval, military, air force or other public authorities in respect of offences committed by airmen away from their stations, after investigation by the subordinate commander, should be remanded for the C.O. for final disposal.

5. A subordinate commander who has reserved a charge for the decision of his C.O. will always attend with the airman's service documents when the airman is brought before the C.O.

6. If an airman is remanded for further inquiry, the charge against him will be brought forward daily and the order for remand will be entered daily in the guard report or offence report by the investigating officer.

7. Guard reports will be posted daily in a guard book and will be kept for one year.

8. *Deleted.*

9. Form 281, together with the guard reports, will be used for the weekly check of entries in conduct sheets required by para. **2155,** clause 1. It will also be used on all occasions when a return of offences and punishments is required. When the form is full, it will be retained at station headquarters for one year.

1128. Procedure Preparatory to Disposal of Charges.—1. Before proceeding with a charge it is the duty of the C.O. to ascertain that the airman is liable to be proceeded against, having regard to the limitations of time prescribed by the Air Force Act. For the purposes of exemption from trial under Section 161, Air Force Act, an airman will be considered as having served in an exemplary manner, if at any time during his service since his desertion (when not on active service) or fraudulent enlistment he has had no entry in his service conduct sheet for a continuous period of three years.

2. When proposing to deal with a charge summarily, a C.O. will satisfy himself that the evidence produced before him is sufficient to disclose the exact nature of the offence. If he is not so satisfied he should remand the airman for further inquiries. He will, if it appears necessary, amend the entry in the guard report, so that the offence as therein entered may be substantially the charge upon which the accused would be arraigned in the event of his electing to be tried by court martial under the provisions of Section 46 (8), Air Force Act (*see* clause 6 below). When once an accused has elected to be tried upon the charge as read out to him from the guard report, the charge will in no circumstances be added to or increased in gravity, unless facts subsequently appear which disclose a more grave offence or offences.

3. Except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send him before a court martial when it appears doubtful whether the evidence will lead

Digitized by Google

to a conviction. In such circumstances the charge should ordinarily be dismissed under the provisions of Section 46, Air Force Act. C.Os. will remember that any charge must be properly proved by adequate evidence, whether it is tried by court martial or dealt with summarily.

4. If, on the investigation of a charge, sufficient evidence is not forthcoming as to whether the accused has, or has not, committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest and ordered to do duty without prejudice to his re-arrest when further evidence is forthcoming and the matter can be further inquired into. If, however, the offence charged is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the charge should be dismissed.

5. If, when an airman is charged with one offence, another offence comes to light, the investigation of which cannot be immediately completed or proceeded with, the investigation and trial in respect of the original offence may proceed independently, the charge for the other offence being dealt with as prescribed in clause 4.

6. If a C.O. or subordinate commander, having power to dispose of an airman summarily, proposes to award any punishment involving forfeiture (including stoppages under Section 138 (4) or (4A), Air Force Act) of ordinary pay, or any punishment other than a minor punishment, he will ask the airman whether he desires to be dealt with summarily or to be tried by court martial. If the airman elects to be tried by court martial, he will, on any day previous to that on which the trial is ordered to be held, be given an opportunity of reconsidering his decision unless there are reasons against the adoption of such a course.

7. *See* para. **1121** as to release from arrest pending trial.

1129. Offences Punishable Summarily.—1. A C.O. may, without reference to superior authority, dispose summarily of charges against a N.C.O. (including for this purpose an acting warrant officer) or an aircraftman, in respect of an offence under the following sections of the Air Force Act provided, as a general rule, that the offence is of a minor nature, does not result from deliberate disregard of authority and is not associated with graver offences:—6, except on active service; 8 (2) (threatening or insubordinate language only), except on active service; 9 (2) except on active service; 10 (except subsection 1); 11; 14; 15; 18 (1) and (3); 19 (subject to para. **1152,** clause 2, as regards a N.C.O.); 20 (except when the act is wilful); 21; 22; 24; 27 (4); 33 (except enlistments from the R.A.F. Reserve); 34; 39A (1) (*a*) and (*b*) (when the damage, etc., or potential damage, etc., is small and the act or neglect is not wilful); 39A (2) (*a*); and 40.

2. A charge for any other offence which the C.O. desires to dispose of summarily will be referred to an officer who has power to convene a district court martial for trial of the alleged offender in a letter stating the circumstances, accompanied by the airman's conduct sheets. Where a C.O. under such authority disposes of a charge summarily, the reference of the letter giving such authority will be quoted in the entry of the C.O.'s award on the casualty form and on the airman's conduct sheet.

Digitized by Google

3. The C.O. may refer a charge for any offence to superior authority with an application for a court martial, even if the offence is within his summary jurisdiction.

4. The C.O. may dispose summarily of a charge against an airman if empowered to do so under clause 1, notwithstanding that a court of inquiry or investigation is being held which covers the offence in question. Where the offence involves a loss to the public in respect of which action under para. **1138,** clause 4, is contemplated, the C.O. will not finally dispose of the disciplinary aspect of the case, even if otherwise empowered to do so, until he is satisfied that he is fully informed regarding the extent of the loss or damage and the culpability of the airman concerned.

1130. Power in Emergency.—When an officer, to whom a charge is submitted which he would in ordinary circumstances have referred to superior authority, is of opinion that delay is inexpedient he may dispose of the charge without reference to higher authority; but he must immediately report his action, and his reasons for it, to the officer to whom he would have otherwise referred the charge.

1131. Patients in Hospital.—1. The investigation and disposal of a charge against a patient for an offence committed while in an air force hospital will be dealt with by the C.O. of the hospital as soon as the health of the accused permits. The C.O. of the hospital, in exercising his powers of punishment, will not award detention or field punishment to a patient.

2. If the C.O. of the hospital is of opinion, after investigation, that he cannot adequately dispose of a charge, he will either apply for a court martial or will report full particulars to the C.O. of the unit to which the accused proceeds upon discharge from the hospital.

1132. Absence without Leave—Airman.—1. In dealing summarily with a charge of absence without leave, a C.O. will have regard to the place of the airman's surrender or apprehension, the circumstances of his absence and the period passed in custody. Absence without leave will ordinarily be reckoned as terminating when the airman is taken into custody, and in awarding punishment, the C.O. should make allowance for any unusual delay in the disposal.

2. If a N.C.O., aircraftman, apprentice or boy entrant is found guilty of absence without leave, the C.O. will not make an award of forfeiture of pay in respect of the period of absence, but (in addition to any punishment which he may think fit to award) will inform the airman of the number of days' ordinary pay which he automatically forfeits under para. **3470.** In all cases involving such forfeiture the airman has the right under Section 46 (8), Air Force Act, to elect to be tried by court martial.

1133. Airman Charged in Civil Court.—1. When a C.O. receives information that an airman under his command is charged with an offence (*see* clause 1A) before a civil court near the station where his unit is quartered the C.O. will detail an officer from the unit to attend and watch proceedings. If the prosecution takes place at a distance, a report will be submitted to an officer not below the rank of group captain, who will decide whether it is advisable for an officer to be present, and, if so, whether the officer shall be detailed from the airman's unit or from some other unit nearer the place of trial. In the latter case, the C.O. of the airman's unit will arrange with the C.O. of the station from which

Digitized by Google

the officer is to proceed, forwarding all necessary information and documents (e.g. Forms 120 and 280 and the information required by clauses 7 (*b*) and 7A) for the use of the officer attending the court.

1A. An exception may be made when an airman is charged with a minor offence under the Road Traffic Act and the C.O. is of opinion that the attendance of an officer at the court is unnecessary.

2. The officer attending the court will, if required by the court, give the assessments of character recorded on the airman's certificate of service, and full particulars of any previous conviction by a civil court, or by a court martial, of an offence under Section 17, 18 (4), 18 (5), or 41, Air Force Act. He will not give information concerning minor offences of a purely disciplinary character unless specially ordered by the court to do so, nor will he take with him the airman's conduct sheets, but he will furnish all the information with regard to general character which is within his personal knowledge or which has been communicated to him by officers of the airman's unit. If the court decides to place the airman under the care of a probation officer details of any outstanding serious service offences will be given. The officer will be careful not in any way to act as advocate.

3. When a warrant officer or N.C.O. is convicted by the civil power of any offence, particulars will be reported by his C.O. to the A.O.C. If the A.O.C. considers that the offender should be reduced in rank, he will effect this if powers to do so are vested in him by section 183 (2) of the Air Force Act (*see* para. **504** (1)). In all other cases he will forward his recommendations to the Air Ministry.

4. Whenever an airman is sentenced by a civil court at home to penal servitude or to imprisonment, or is sentenced abroad by a civil court to a punishment which in the opinion of the air or other officer commanding is equivalent to penal servitude or to imprisonment, a report will be made without delay to the Air Ministry through the usual channels, by the C.O. of the unit to which the airman belongs or is attached at the time of conviction.

5. If an airman is convicted or bound over or otherwise dealt with by a civil court, a certificate of conviction or certified copy of the order of the court will always be obtained under Section 164, Air Force Act, by the airman's C.O. (*see* para. **2910** as to payment of fee). Where the airman was sentenced at the Central Criminal Court, or at the Assizes, or at Quarter Sessions, after trial on indictment, application must first be made on the 11th day after the trial to the Registrar of the Court of Criminal Appeal, Royal Courts of Justice, Strand, London, W.C.2, for a certificate that no appeal against the conviction is pending. On receipt of the certificate of the Registrar, application, accompanied by the Registrar's certificate, will be made to the clerk of the court of trial for the certificate of conviction. If the airman was not tried on indictment, application for the certificate of conviction will be made at once. *See* para. **2153** as to the disposal of the certificates.

6. If an airman is sentenced to a term of imprisonment, the air or other officer commanding, in forwarding the report required by clause 4, will submit the airman's documents, the certificate of conviction and his recommendation as to the airman's discharge. If the airman's discharge is approved, the Air Ministry will forward his documents to the Officer i/c Records, and will notify the command or group in which

Digitized by Google

the airman was serving: thereafter the procedure laid down in para. **663** will be carried out.

7. Where the magistrates signify their intention of imposing a fine, and the offender is unable out of his own pocket immediately to pay the fine, the officer attending will, subject to clause 8, be prepared to pay the fine imposed and will inform the court—

(*a*) that any fine he pays on behalf of the airman out of public funds has to be recovered from the airman's pay;

(*b*) of the rate of pay to which the offender is entitled and of any compulsory stoppages or deductions to which it is subject, and that a net sum of not less than sixpence a day must be left to him.

7A. Where the C.O. intends, if the offence is proved, to apply for the airman's discharge, the officer attending the court will be so informed and, in the event of a fine being imposed, will not pay such fine or any part of it.

8. If the fine imposed is such that in the ordinary course recovery cannot be effected from the airman's pay within a period of six months, or if the airman is due for discharge before the fine is recoverable, the circumstances will be represented to the magistrates, and no steps taken by the officer attending the court to pay the fine or any part of it.

9. In cases in which, in accordance with clause 8, the fine is not paid by the officer attending the court and time is allowed for the payment of the fine, the officer will report the circumstances to his C.O. immediately and the latter will represent the facts to higher authority together with his recommendations.

10. *See* para. **2820** as to recovery of fines from airmen.

11. When an airman is placed under the supervision of a probation officer by order of the civil court, and disciplinary action in respect of an outstanding service offence is contemplated, the C.O. will invariably communicate with the clerk of the court concerned before taking any action likely to remove the airman from the care of the probation officer.

Section IV.—Summary and Minor Punishments.

1138. Power of C.O. to award Summary Punishments.—1. Subject to his power to deal summarily with certain specified offences only (*see* paras. **1129** and **1130**), a C.O. may award to an airman punishments as laid down in clauses 2 to 5 (*see* para. **1181**, clause 6). For first offences, not of an aggravated nature, admonition is the most suitable treatment. Other punishment should be resorted to only when admonition has failed to have effect.

2. Summary *punishments applicable to airmen who do not hold warrant or non-commissioned rank, including acting rank, and to apprentices and boy entrants, and subject to the right of election to be tried by court martial.*

(*a*) *Detention* for any period not exceeding 28 days; provided that, where a C.O. is dealing with a first offence of absence without leave and the absence did not exceed 7 days, he shall not award more than 168 hours' detention. Where a C.O. is of, or below, the rank of flight lieutenant he shall not award detention for a period

Digitized by Google

exceeding 168 hours, except for offences of absence without leave in excess of 7 days, for which he may award a period of detention up to a maximum of 28 days but not exceeding the number of days of absence.

(*b*) *A fine* (for drunkenness only) not exceeding £2, subject to the provisions of para. **1152.**

(*c*) On active service only:—

(i) *field punishment* for any period not exceeding 28 days.

(ii) *forfeiture of all ordinary pay* (but see definition of "ordinary pay" and para. **3470**) for a period commencing on the day of the sentence and not exceeding 28 days (and *see* para. **1146** (*d*)).

3. SUMMARY *punishment applicable only to aircraft apprentices, apprentice clerks and boy entrants, and subject to the right to elect to be tried by court martial.*

Forfeiture of ordinary pay for a period commencing on the day of sentence and not exceeding fourteen days. This punishment may be awarded whether the offender has or has not attained the age of eighteen years provided that he has not been remustered on "passing out" on the expiration of his training.

4. SUMMARY *punishment applicable to N.C.Os., aircraftmen, apprentices and boy entrants and subject to the right to elect to be tried by court martial.*

Such *a deduction from ordinary pay* as is allowed by Section 138 (4) and (6), Air Force Act, to be awarded by a C.O. (*See also* para. **1151.**)

5. MINOR *punishments in respect of which an offender has no right of election to be tried by court martial, unless the finding involves a forfeiture of pay.*

(*a*) Applicable to aircraftmen, apprentices and boy entrants irrespective of age only. *Confinement to camp* for any period not exceeding 14 days.

(*b*) Applicable to apprentices and boy entrants irrespective of age only. *Extra duties* for any period not exceeding 14 days.

(*c*) Applicable to aircraftmen only. *Extra guards* or *pickets* not exceeding three in number, provided that these shall only be awarded in respect of minor offences or irregularities when on, or parading for, these duties.

(*d*) Applicable to N.C.Os. only, whether substantive, temporary or acting. *Reprimand* or *severe reprimand.*

(*e*) Applicable to N.C.Os., aircraftmen, apprentices and boy entrants, irrespective of age. *Admonition.*

6. Where more than one unit is located at a station, the station commander (whether appointed as such or exercising the functions of the station commander in accordance with paras. **54** and **112**) will be the C.O. for disciplinary purposes of all personnel at the station and the officers in command of squadrons or other units at the station will exercise only such powers of awarding punishments as may be delegated by the C.O. in accordance with para. **1141.** Exceptions to this rule may be made with the approval (notified in A.M.Os. or command routine orders respectively) of the Air Ministry at home and the A.O.C.-in-C. or A.O.C. abroad.

Digitized by Google

1139. Power of Officer Commanding a Detachment to award Summary Punishments.—1. The officer commanding a detachment has the power of awarding summary punishment to the extent mentioned below:—

(*a*) If of or above the rank of squadron leader, the full powers accorded to a C.O. (*See* para. **1138.**)

(*b*) If of or below the rank of flight lieutenant, the powers of a C.O. as laid down in para. **1138** subject to the restriction therein contained, but *see* para. **2062,** clause 8.

(*c*) When the officer commanding a detachment is of or below the rank of flight lieutenant, the C.O. of the parent unit of the detachment or the C.O. of the station where the detachment may be, or other superior authority, may, having regard to the rank and experience of the officer commanding the detachment, restrict him from the exercise of any or all the powers of a C.O.

(*d*) Nevertheless, an officer commanding a detachment who is of or below the rank of flight lieutenant may, if necessity arises, act to the full extent of his powers, as mentioned in (*b*), for the maintenance of discipline, notwithstanding any restrictive order under (*c*), but he will immediately report his action for the information of the superior authority by whom such restrictive order was made.

2. When the detachment is located at a station clause 1 will not apply, and the officer commanding the detachment will exercise only such powers of punishment as the C.O. of the station may delegate to him under para. **1141.**

1140. Associated Detachments.—An air or other officer commanding may, on any special occasion, associate two or more detachments for the purpose of discipline, and place them under the command of one officer. The powers, under para. **1139,** of the officers commanding the several detachments to award summary punishments will, for the time being, be in abeyance, and such powers will be vested in the officer placed in command.

1141. Power of Subordinate Commander to award Summary Punishments.—1. A C.O. is authorised to grant a large measure of discretionary power to subordinate commanders to dispose of any offence which he himself may dispose of, provided that the limits of punishment as laid down in clause 2 are not exceeded. This power of delegation may also be exercised by the officer commanding a detachment having the full powers accorded to a C.O. under para. **1139** (*a*) or by the officer placed in command of associated detachments under para. **1140.**

2. A subordinate commander to whom the power to do so has been delegated may award the following punishments for minor offences:—

If of the rank of Squadron Leader or above.

Any of the minor punishments laid down in para. **1138,** clause 5, and any fine for drunkenness (subject to para. **1152**).

If of or below the rank of Flight Lieutenant.

(*a*) To a N.C.O. below the rank of sergeant—reprimand or admonition.

(*b*) To an aircraftman—confinement to camp not exceeding 7 days, extra guards or pickets not exceeding 3 in number, fines for drunkenness not exceeding 15*s.* and admonition.

Digitized by Google

(*c*) To an apprentice or boy entrant—confinement to camp not exceeding 7 days, fines for drunkenness not exceeding 15*s*., extra duties for a period not exceeding 7 days and admonition.

3. A subordinate commander may deal with a N.C.O., aircraftman, apprentice, or boy entrant, for absence without leave, and may award for such absence any punishment which is within his powers, subject to the provisions of paras. **1128,** clause 6, and **1132.**

4. *Deleted.*

5. Any awards made by a subordinate commander will be subject to any remission which the C.O. may order, but they cannot be increased.

1142. N.C.Os.—Special Provisions.—A N.C.O., including an acting N.C.O., will not be subjected to summary or minor punishments, except as permitted in paras. **1138, 1141** and **1144.** An acting N.C.O. (not being an acting sergeant appointed under the provisions of para. **493,** or a service policeman holding the acting unpaid rank of corporal under para. **509**) may be ordered by his C.O. to revert to his permanent rank or classification, but is not liable to a summary or minor punishment in addition. (*See* para. **496,** clause 5, as to reversions of paid acting sergeants for misconduct.)

1143. Apprentices and Boy Entrants—Special Provisions.—1. Although an apprentice or boy entrant has a right, under paras. **1128, 1132** and **1138,** to elect to be tried by court martial, it is undesirable that he should be brought to trial by court martial unless such action is imperative in the interests of discipline.

2. An apprentice or boy entrant charged with a serious civil offence should be dealt with by the civil power.

3. By good behaviour an apprentice or boy entrant defaulter or one awarded a sentence of less than 28 days' detention will be allowed to earn remission up to one seventh of the original sentence. An apprentice or boy entrant awarded a sentence of or exceeding 28 days will be dealt with under para. **1206,** clause 1.

1144. Punishments on Board Ship.—1. When two or more units or detachments of air forces are taking passage in a transport or freightship, then for the purposes of punishments they may be associated under para. **1140.** The O.C. R.A.F., or the O.C. troops if an air force officer, will have the full powers of a C.O. as laid down in para. **1138,** subject to any special restriction which may be imposed. (*See also* para. **941.**)

2. When officers and airmen are taking passage in one of H.M. ships, punishments will be awarded as laid down in the Manual of Air Force Law.

1145. Units Serving in H.M. Ships.—1. In accordance with paras. 535 and 536 of King's Regulations and Admiralty Instructions the captain of one of H.M. ships in which an air force unit is serving may, when and so long as he may see fit, delegate to the senior air force officer, or to the air force orderly officer or officer of the watch, authority to award certain punishments as laid down in King's Regulations and Admiralty Instructions.

2. Punishments awarded under this para. will be entered in ships' books in accordance with naval regulations.

Digitized by Google

1146. Conjoint Awards.—Where the nature of the offence or offences requires it, summary and minor punishments may be awarded concurrently, i.e. conjoined in one award, subject to the following provisions:—

(*a*) A minor punishment may not be awarded conjointly with detention exceeding 7 days.

(*b*) A minor punishment awarded conjointly with detention not exceeding 168 hours will take effect at the expiry of the detention.

(*c*) Detention, a fine for drunkenness, a deduction from ordinary pay, confinement to camp, extra guards or pickets or extra duties, or any two or more of these, according to the circumstances, may be awarded conjointly. On active service a penal forfeiture of pay may be conjoined with any of the foregoing punishments.

(*d*) No punishments, other than a penal forfeiture of pay awarded on active service, may be awarded conjointly with field punishment. Where these two punishments are awarded conjointly the forfeiture will be effective so far only as the number of days of forfeiture exceeds the number of days in custody while undergoing field punishment, which of itself entails a forfeiture of pay under para. **3470.**

(*e*) For a N.C.O. a deduction from ordinary pay may be awarded conjointly with reprimand or severe reprimand.

(*f*) A penal forfeiture of pay (not on active service) may be awarded to an apprentice or boy entrant (*see* para. **1138,** clause 3) conjointly with a fine for drunkenness, a deduction from pay, confinement to camp, extra duties, or any two or more of these according to circumstances.

1147. Execution of Summary and Minor Punishments.—1. An officer is forbidden to introduce or adopt any system of punishment which is at variance with these regulations.

2. At every station the C.O. of the station will draw up a set of "Rules for Defaulters."

3. A summary or minor punishment will take effect forthwith unless its operation is postponed, by reason of any of the subsequent provisions of this para. or of para. **1146.**

4. A defaulter shall not be required to perform any part of a punishment which he has been unable to perform by reason of his being in hospital or under some concurrent sentence, or being employed on duty.

5. Detention awarded summarily—

(*a*) will, if not exceeding 7 days, be awarded in hours, if exceeding 7 days, in days;

(*b*) will, if awarded in days, begin on the day of the award;

(*c*) will, if awarded in hours, begin at the hour when the aircraftman, apprentice or boy entrant sentenced is received at the detention barrack or service detention room or other appointed place to which he is committed, or, if he has not been sooner received into a detention barrack or service detention or other appointed place, on the day after the day of the award, at the hour fixed for the commitment and release of airmen under sentence (*see* para. **1207**).

Digitized by Google

6. Field punishment will be carried out in accordance with the Rules of Field Punishment made under Section 44 (5), Air Force Act.

7. Confinement to camp will be carried out as follows:—

(*a*) For aircraftmen—defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on working parties to the fullest practicable extent, with a view to relieving well conducted airmen therefrom. They will attend parades, and take all duties in regular turn. When the working parties required are not sufficient to keep the defaulters fully employed the C.O. may order them to attend extra drill, which will be limited to one hour a day and will include some form of useful instruction.

(*b*) For apprentices and boy entrants—defaulters will attend all instructional parades, classes, and lectures. They will parade daily for two extra drills, and will be employed on working parties to the fullest possible extent. They will not use the institute, and will take their meals apart from other apprentices or boy entrants. If any part of the station is appropriated specially to their use they will not leave it without special permission.

8. *Deleted.*

9. Extra guards or pickets awarded as a punishment will be carried out with intervals of not less than 72 hours between such extra duties.

10. Apprentices and boy entrants awarded extra duties will perform such extra drills and working parties, attend such lectures and answer their names at such hours as may be laid down in station standing orders.

11. An aircraftman, apprentice or boy entrant undergoing detention or confinement to camp may be dealt with summarily, for offences other than the one for which he is under sentence, as if he were not in confinement; provided that in no circumstances may an airman by reason of any award or succession of awards be retained for more than 28 consecutive days in detention, or for more than 42 consecutive days in confinement, whether by detention and confinement to camp or by the latter only.

12. Subject always to clause 11—

(*a*) detention awarded to an aircraftman, apprentice or boy entrant undergoing a sentence of detention will take effect forthwith as provided in clause 5, the aircraftman, apprentice or boy entrant being re-committed under the original award and also committed under the subsequent award to such place as may be appointed.

(*b*) detention awarded to an aircraftman, apprentice or boy entrant already undergoing confinement to camp will take effect forthwith as provided in clause 5, and will during its currency supersede (but not suspend) the prior award of confinement to camp, the aircraftman, apprentice or boy entrant being committed under the award of detention to such place as may be appointed. If a minor punishment is awarded conjointly with such detention it will take effect on the expiry of the detention or of the confinement to camp previously awarded, whichever is the later.

(*c*) A minor punishment awarded to an aircraftman, apprentice or boy entrant already undergoing a minor punishment will take effect on the expiry of the previous award.

Digitized by Google

1148. Effect of Awards on G.C. Badges.—An officer proposing to award a summary or minor punishment will take into consideration, in assessing the severity of the award required, the effect which the award he proposes to make will have on the airman's position in regard to G.C. badges (*see* Section VI of this chapter).

1149. Admission to Hospital caused by Offences.—1. An airman convicted of an offence under Section 18, para. (1), (2) or (3), of the Air Force Act and admitted into hospital on account of any illness certified by the medical officer of the station to have been caused by such offence, forfeits the whole of his ordinary pay while in hospital, the usual hospital charges being recovered in addition (*see* paras. **1545** and **3470**). An officer who has disposed of any such offence on account of which the airman may have been admitted into hospital will at once communicate with the C.O. of the hospital.

2. Where there are grounds for believing that an airman has been admitted into hospital for disability in consequence of an offence under Section 18, para. (1), (2) or (3), of the Air Force Act, his C.O. will make a preliminary inquiry, and inform the C.O. of the hospital of the result in order that the latter may, on the airman's discharge from hospital, certify that the admission was or was not caused by any such offence under the Air Force Act. When the offence is dealt with by court martial, the C.O. of the hospital who has given the certificate must attend and give evidence in support of the facts contained in it; the certificate alone is not sufficient for the purposes of a court martial. Where the charge is disposed of summarily, the C.O. of the hospital will attend if possible.

1150. Illegal or Excessive Punishments.—1. If any punishment awarded by a C.O. appears to the Air Council or to a superior officer to be wholly illegal, the Air Council or such superior officer shall direct that the award be cancelled and the whole entry in the records of the accused be expunged.

2. If the punishment awarded by a C.O. appears to the Air Council or to a superior officer to be in excess of the punishment authorised by law for the offence, the Air Council or such superior officer may vary the punishment awarded, so that it shall not be in excess of the punishment awarded by law, and the entry in the records of the accused shall be varied accordingly.

3. If the punishment awarded by a C.O. appears to the Air Council or to a superior officer to be too severe, having regard to all the circumstances, the Air Council or such superior officer may remit the whole or a part of the punishment awarded, and such remission shall be entered in the records of the accused. Provided that such power of remission shall be exercised by a superior officer within a period of two years from the date of the award.

4. In this para. the expression "superior officer" means any officer superior in command to the C.O. who awarded the punishment.

5. *See* para. **2110** as to amending the airman's records and documents.

Digitized by Google

1151. Deduction from Ordinary Pay for Losses or Damages.—1. When a C.O. proposes to award a deduction under para. **1138**, clause 4, he will observe the principles laid down in para. **1270** in obtaining evidence of the value of the loss or damage.

2. The deduction awarded against an airman's pay will be stated as a specific sum (not exceeding the actual amount of any loss or damage) and not as so many days' pay. Subject to para. **2542**, a deduction from pay for loss or damage will usually be limited to the equivalent of fourteen days' full pay,* irrespective of any other punishment that may be awarded for the same offence, but where this amount is exceeded the circumstances will be reported immediately to the A.O.C.

1152. Drunkenness.—1. A warrant officer charged with drunkenness will invariably be remanded for trial by court martial or summary disposal by an air officer, unless the C.O. considers that the evidence is insufficient to justify such a course, when the charge will be dismissed.

2. A N.C.O. charged with simple drunkenness for the first time during his service as a N.C.O. will usually be dealt with by the C.O. Punishment must be in accordance with paras. **1138** and **1142**; a C.O. should not fine a N.C.O. for drunkenness. Charges of simple drunkenness after the first since promotion to N.C.O.'s rank, or charges of drunkenness other than simple drunkenness, will be remanded for trial by court martial.

3. An aircraftman, apprentice or boy entrant will not be tried by court martial for an act of simple drunkenness (i.e. an act of drunkenness committed when not on active service, when the airman was not on duty or had not been warned for duty, nor had by reason of the drunkenness rendered himself unfit for duty) unless four findings of drunkenness have been recorded against him within the twelve months preceding the date of the offence under disposal, or unless he has elected to be tried rather than be disposed of summarily by his C.O.

4. Drunkenness on duty includes drunkenness on parade and on the line of march, and drunkenness when travelling by air, sea, road or rail includes drunkenness during any portion of the period between the date of departure and the date of arrival at destination.

5. When an airman commits the offence of simple drunkenness in connection with a more serious offence for which he is to be tried by court martial, he should not be charged with drunkenness before the court martial unless he is liable to trial on that charge, and the C.O. considers that it should be tried. The offence of drunkenness will nevertheless be recorded on the airman's conduct sheet as directed in para. **2153.**

6. In computing fines for drunkenness the C.O. will use his discretion within the following limits, having regard to the attendant circumstances of the case:—

(*a*) For the first offence during an airman's service, not exceeding 5*s*.

* Full pay includes ordinary pay and the various kinds of additional pay mentioned in para. **3470.**

Digitized by Google

(*b*) For the second offence, not exceeding 10*s*.
(*c*) For the third offence, not exceeding 15*s*.
(*d*) For the fourth offence, not exceeding £1.
(*e*) For every subsequent offence, a sum not exceeding £2, but where a C.O. proposes to award a fine exceeding £1 he will forward a copy of the charge, abstract of evidence, and conduct sheets of the accused, to the superior officer who would have power to convene a court martial for the trial of the offender for decision as to the amount of the fine. When approval for the fine has been given, a note quoting the authority given will be made in the guard report, the accused's conduct sheet, and in the casualty form (Form 739).
(*f*) An airman should not be fined for drunkenness when the unpaid fines for drunkenness amount to 50*s*. (*see* clause 7).
(*g*) On mobilization, or when airmen revert to regular air force service from the reserve, cases of drunkenness recorded against them before transfer to the reserve will not be taken into account in computing fines for further convictions for that offence after they rejoin for regular air force service.

7. In dealing with simple drunkenness unconnected with another offence, confinement to camp will only be added to a fine when the circumstances are such as to increase its gravity. Detention will not be awarded for drunkenness not triable by court martial, except when the amount of unpaid fines for drunkenness recorded against an airman is 50*s*. and upwards, when a C.O. should substitute detention or some other punishment which it is in his power to award.

8. A fine for drunkenness which cannot be recovered from an airman's pay under para. **3464** will not be recovered from any other source while he remains in regular air force service. Subject to this regulation, the daily deduction will be limited only by the provisions of para. **3475.**

1153. Summary Punishment of Officers and Warrant Officers.—1. Under Section 47, Air Force Act, an officer below the rank of squadron leader and a warrant officer may be awarded summarily one or more of the punishments specified therein (i.e. forfeiture of seniority of rank, severe reprimand or reprimand, and deductions from pay) by any air officer authorised to convene a general court martial or appointed for the purpose by the Air Council, and also, in the case of a force on service beyond the seas, by the general or air officer commanding the force or by any air officer appointed for the purpose by him; provided that, where the Air Council in special circumstances so direct, any powers which may be exercised by an air officer may be exercised by a group captain. An acting warrant officer may not be summarily dealt with under section 47 of the Act.

2. When an officer or a warrant officer is charged before his C.O. with an offence, the C.O. must either dismiss the charge or apply for a court martial, or refer the charge to be dealt with summarily, if the accused is an officer below the rank of squadron leader or is a warrant officer, and provided the charge so referred for summary disposal does not relate to an offence committed when the accused was a N.C.O. or an

Digitized by Google

aircraftman, to the air or general officer who would have power to convene a court martial for trial of such officer or warrant officer for the alleged offence, or to an air officer or group captain specially authorised by the Air Council. If he refers the charge for summary disposal, the accused must be given a copy of the summary (or abstract) of evidence as early as possible before the summary trial.

2A. The authority having power to deal summarily with a case against an officer or warrant officer should exercise this power only when the offence is laid under the following sections of the Air Force Act:—6, except on active service; 8 (2) (threatening or insubordinate language only), except on active service; 9(2), except on active service; 10; 11; 14; 15; 18(1) and (3); 19; 20, except when wilful; 21; 22; 26; 28(1); 30(3); 31(2) and (4); 34; 39; 39A(1) (*a*) except when wilful, (1) (*b*), (1) (*c*) except when wilful, (1) (*e*), and (2) (*a*); and 40.

3. An accused officer or warrant officer, where summary disposal is proposed, may demand that the evidence to be taken against him should be taken on oath, and thereupon it must be so taken.

4. If at the conclusion of the hearing the air or other authorised officer considers that the charge should not be dismissed, but that he should either deal with the case summarily by the award of an appropriate punishment or remand the accused for trial by court martial, he will examine the accused's record of service (A.M. Form 731 or Form 296) or conduct sheets before deciding the nature of the disciplinary action to be taken. If the officer dealing with the charge then considers that trial by court martial is not necessary and that a summary award, other than reprimand or severe reprimand, will meet the case, he must nevertheless give the accused the opportunity to elect trial by court martial. At home A.M. Form 731 will be obtained by direct application to the Air Ministry (by telegram if necessary). At commands abroad, with the exception of Aden Command, application will be made to the Air Ministry by signal for particulars of any previous convictions and/or commendations in an officer's record: these particulars together with details of an officer's service contained in Form 373 will constitute a record of service for this purpose.

4A. An officer authorised under clause 1 to award summary punishments will, if he decides to deal summarily with an officer, refrain from awarding a penal deduction where—

(*a*) the loss, damage, &c., exceeds £50, or

(*b*) he considers that a penal deduction in excess of £10 is merited.

In such cases he will forward his recommendation to the Air Ministry at the same time as Form 253 under clause 6.

4B. The authority disposing summarily of a charge against a warrant officer should not normally impose a penal deduction exceeding £10. In making his award he should, however, bear in mind that the Air Council have no power to impose a penal deduction under Section 138(4) of the Air Force Act or to increase the amount of any deduction awarded by him.

4C. Where the authority proposes to award a penal deduction, the principles laid down in para. **1270** in regard to obtaining evidence of the loss or damage will be observed.

Digitized by Google

5. An officer authorised under clause 1 to award summary punishment should not award forfeiture of seniority exceeding 12 months.

6. When an air or other officer awards a summary punishment, Form 253 will be completed and forwarded to the Air Ministry with a copy of the charge sheet and summary or abstract of evidence. In addition, abroad, care will be taken that an appropriate entry is made on the officer's statement of services (*see* para. **2334**). As to recovery of any penal deduction awarded, see (for officers) para. **2787**, clause 3, and (for warrant officers) para. **3465.**

7. In awarding forfeiture of seniority it should be borne in mind that such forfeiture may involve a reduction in the amount of gratuity issuable under paras. **3568** and **3572** to **3574**, and also an immediate reduction in the rate of pay under para. **3434** or **3450.** In the latter case the officer ordering the forfeiture of seniority will be careful to ensure that the agent, or accountant officer, issuing pay is duly authorised to make the reduction, and a statement that this has been done will be included in the report to the Air Ministry. Reductions in pay will take effect from the date of the award only.

8. Officers of the R.N., R.M. or Army (below the rank of lieutenant-commander or major) and warrant officers of the Army, who are seconded, lent or attached to the R.A.F. and are subject to the Air Force Act by virtue of Sections 175 (1A) and 176 (1A) of that Act, may be summarily dealt with in accordance with this para., but the punishment of forfeiture of seniority of rank in the R.N., R.M. or Army will not be awarded to them. Any punishments awarded will be reported to the Air Ministry in accordance with clause 6.

1154. Reproof of Officers and Warrant Officers.—1. A C.O. or any superior air force officer may reprove an officer or warrant officer under his command for an offence which, in his opinion, is not of such a serious nature as to merit disciplinary action under the Air Force Act. The reproof of an officer or warrant officer is not a recognised punishment under the Act and will not be entered in the officer's or warrant officer's record though it may be referred to if necessary in a confidential report upon the officer or warrant officer concerned. In order to avoid confusion with a "reprimand" under the Act, it is not to be referred to by any terms other than "reprove" or "reproof".

2. Great care will be taken that the procedure in clause 1 is not adopted when superior authority is at all likely to consider that the offence calls for disciplinary action under the Air Force Act as the reproof might in certain circumstances be held to amount to a condonation of the offence barring disciplinary action under the Act.

Section V.—Procedure in Cases of Absence, Desertion and Offences against Enlistment.

1158. Descriptive Report of Absentee or Deserter.—1. A C.O. at home or abroad will transmit to the editor of the *Police Gazette*, New Scotland Yard, London, S.W.1, a descriptive report on Form 124 of

Digitized by Google

every deserter or absentee without leave, giving particulars of the airman's height, age, &c., at the time of his absenting himself, and the fullest information possible, in order that details may be inserted in the *Police Gazette*. Where there is good ground for supposing an absentee to have deserted, the report should be rendered within 24 hours after his absence has been discovered, but it should never be delayed beyond 5 days. Up to 21 days the airman should not be returned as a deserter, unless there is ground for supposing that he has deserted. After 21 days, every absentee without leave should, pending investigation, be considered as a deserter. The postage on reports transmitted to the editor of the *Police Gazette* will not be prepaid, but they will be franked by the C.O. in the left-hand corner of the address.

2. A copy of the report referred to in clause 1 will also be transmitted to the police of the locality in which the offence has taken place, and to the Officer i/c Records. Similar reports will be sent to the police of the place to which it is supposed the deserter or absentee may have proceeded, and elsewhere as the C.O. may consider desirable.

3. The Officer i/c Records will render a weekly return to the editor of the *Police Gazette* giving particulars of every deserter or absentee who has rejoined, has been issued with a protecting certificate, or has otherwise ceased to be liable to apprehension, during the week. Where the airman's particulars have been circulated in the *Police Gazette* the date of the gazette and the office number of the entry will be quoted. "Nil" returns will be rendered.

1159. Disposal of Effects.—The kit and all other effects of an absentee or deserter will be dealt with as directed in paras. **2558** and **2605.**

1160. Courts of Inquiry.—A court of inquiry will be held to investigate the illegal absence of an airman as and when required by para. **1323.** When an airman serving abroad is declared to be illegally absent and he has not surrendered or been recovered at the time when his unit quits the country, the procedure laid down in para. **2101,** clause 3, will be followed.

1161. Notation of Absentee or Deserter on Casualty Form.—The name of an airman absent without leave will be notified in the casualty form (Form 739) of the unit to which he belongs as follows:—

(*a*) if he rejoins within 7 days—on the day following the date of rejoining, stating the time and date at which absence began and ended; or

(*b*) on the 7th day of absence;

(*c*) in addition to (*b*)—on being declared illegally absent by a court of inquiry under para. **1323.**

When an airman who has been notified as absent under (*b*) or (*c*) rejoins or is recovered, the fact will be notified in the casualty form on the following day.

1162. Disposal of Person Apprehended or Surrendering as a Deserter or Absentee.—1. When a person is apprehended on suspicion of being a deserter or absentee without leave from the R.A.F., he will be brought before a magistrate and dealt with under the provisions of Section 154, Air Force Act. A telegram will be received by the C.O. of the airman's

Digitized by Google

unit, i.e. the unit from which the airman absented himself (or C.O. of the R.A.F. Station, Uxbridge, if the unit is serving abroad) from the clerk to the justices or the police, giving particulars as to where an escort should be sent to take over the airman.

2. When a person surrenders himself as being a deserter or absentee without leave from the R.A.F., he will be dealt with as follows:—

(*a*) If he surrenders himself to a police constable at home and there is sufficient evidence of the truth of his statement, he will be delivered into air force custody without being brought before a magistrate as soon as arrangements can be made for the provision of an escort. In this connection a telegram will be received by the C.O. of the airman's unit (or C.O. of the R.A.F. Station, Uxbridge, if the unit is serving abroad) from the police.

(*b*) If he surrenders himself to his own unit and evidence of identity is immediately available he will at once be taken into air force custody, and the C.O. will forthwith proceed to deal with the case.

(*c*) If he surrenders himself to any portion of H.M. forces other than his own unit, the C.O. of that portion of H.M. forces to which the airman surrenders will arrange for an escort to be sent to escort him back to his unit (or if the unit is serving abroad to the R.A.F. Station, Uxbridge), and for his detention in custody pending the arrival of the escort. The officer to whom he surrenders will himself investigate the case, and will furnish a certificate, in accordance with Section 163(1) (*j*), Air Force Act, signed by himself setting forth the fact, date and place of surrender. This certificate will be forwarded to the airman's unit, without delay, and will be evidence of the matters stated in it. If the airman is an absentee without leave, he may, at the discretion of the officer to whom he surrenders, be provided with a warrant endorsed " on repayment," and despatched to his unit without escort.

(*d*) The certificate under Section 163(1) (*j*), Air Force Act, will be prepared in accordance with the example given below, and duly signed and dated personally by the actual officer concerned, and it will contain nothing except a sufficient description to identify the person who surrendered (e.g. official number, rank, name, initial, unit), and the date and place at which, and the person to whom, the surrender took place:—

" *Certificate under Air Force Act, Section* 163 (1) (*j*).

I.....certify that.....of the.... surrendered himself to*.....at.....on the.....day of.....19..as a deserter (or absentee without leave).

.....

Date..... *Signature.*"

Below his signature the officer concerned should state the qualification entitling him to issue the certificate in accordance with

* Here insert rank, name, &c., of the person to whom the deserter or absentee surrendered himself.

Digitized by Google

the terms of Section 163(1) (*j*), Air Force Act. If the officer who signs the certificate does so as the C.O. of the portion of H.M. forces to whom the surrender was made, he should state this fact below his signature.

(*e*) Where a C.O., or other air force authority, is satisfied that the confession of a person who has been committed on his own confession or is otherwise in naval, military or civil custody as a deserter (but not as an absentee without leave) is false and that the alleged deserter is not an airman, such person will not be taken over into air force custody: the case will be referred to higher authority for action under Section 152, Air Force Act, or otherwise.

(*f*) Where a confession of desertion by a person in custody is believed to be true—

(i) if there is sufficient evidence of identity, the person will be sent as soon as possible to his unit (or to the R.A.F. Station, Uxbridge, if his unit is serving abroad) for the offence to be dealt with there; or

(ii) if the evidence is temporarily incomplete, the officer having power to convene a court martial for the trial of the offender when taken into air force custody may order him to be sent to a specified unit, there to serve as an airman, pending disposal of the charge, or may send him to his own unit in arrest, if the unit is within the command of the officer concerned; or

(iii) if the airman is unfit for service as such or if for any other reason it is undesirable to retain him as an airman, he should be furnished with a protecting certificate and released from custody.

3. When a person is received into air force custody, Part I of Form 1617 or Form 1618, as appropriate, will be used as evidence by the officer who disposes of the charge (*see* para. **1250,** clause 4, as to action if the form is lost). *See* para. **1170** as regards payment of rewards and expenses in connection with deserters and absentees.

4. If it is clear that an airman, whose unit is serving abroad, is endeavouring to rejoin his unit after a period of leave and has been delayed through stress of weather, train delay, or other unavoidable cause, a C.O. of a unit, assistant provost marshal or embarkation officer is authorised at his discretion to endorse passes stating the cause of delay. The airman will be ordered to report to the embarkation officer at the port at which he arrived on leave, and notification of the airman's impending arrival will be telegraphed by the endorsing officer to the embarkation officer. (*See also* clause 6.)

5. If an absentee from a unit at home is on his way to rejoin his unit and is without sufficient funds to carry him to his destination, he may, at the discretion of one of the officers referred to in clause 4, be provided with a warrant on repayment, and be despatched to his unit without escort. The officer concerned will endorse the warrant to the effect that it is issued "on repayment" under this authority and will also inform the unit. (*See also* clause 6.)

Digitized by Google

6. In cases coming under clause 4 or 5, if the explanation given by the airman is not regarded as satisfactory, the procedure laid down in clause 2 (*c*) will be applied.

1163. Airman Committed as Deserter Abroad.—1. If an airman, committed as a deserter abroad, cannot conveniently be taken into air force custody by reason of the distance of the place of committal from an air force station, or, when committal has been ordered on the airman's confession, by reason of the delay that must necessarily take place in procuring evidence of the truth of the confession, the air or other officer commanding may take steps to cause him to be discharged from custody without a protecting certificate (*see* para. **1167**) and without prejudice to his subsequent arrest.

2. If the airman is taken into air force custody he may be attached to his own or any other air force unit pending disposal.

1164. Escorts for Deserters.—1. At home, the regulations contained in clauses 2 to 7 and in para. **1214** will be observed in respect of an escort despatched for a deserter. Abroad, a similar procedure will be followed as nearly as circumstances admit.

2. When a telegram is received (*see* para. **1162**) that a person apprehended on suspicion of being a deserter or absentee without leave has been committed to confinement to await an escort, or that a person has surrendered to the civil police and has confessed to being a deserter or absentee without leave, a C.O. will act as follows:—

(*a*) If the airman is traced as being illegally absent, and evidence as to identity is available, he will despatch an escort (capable, if possible, of identifying the deserter or absentee without leave) to conduct him back to his unit should he be identified. A route (Form 260) will be used for this service, and the N.C.O. in charge of the escort will be provided with an authority on Form T (*see* Manual of Air Force Law) to receive the deserter or absentee. Police officers and clerks to the justices will, as a rule, arrange to hand over Form 1617 or 1618, as appropriate, to the N.C.O. in charge of the escort who arrives to take over the airman. If, through unavoidable circumstances, this is not possible, the form should be posted to the C.O. of the airman's unit.

(*b*) If the C.O. is satisfied that the person is not a deserter or absentee without leave, he will so inform the magistrate or the governor of the prison, or the officer in charge of the police station, as appropriate, and the Officer i/c Records.

3. When a notification is received from the police that an alleged deserter is to be brought before a court of summary jurisdiction for disposal, the C.O. will, if the man can be traced as a deserter or absentee from the unit, despatch an escort with a view to the alleged deserter, if identified, being taken over at the court, instead of being committed to prison: if an escort can be sent so as to be at the court before the case is disposed of, the police should be notified by telegraph that an escort is being sent. The N.C.O. of the escort will be instructed to obtain Form 1618 before leaving the court.

4. A deserter or absentee will be removed from civil custody with

Digitized by Google

all the expedition possible: if delay is unavoidable the civil authority concerned will be advised of the circumstances by telegram.

5. Such clothing as the deserter may absolutely require, not exceeding, however, one shirt, one pair of boots or shoes, and one pair of socks, may be provided under the orders of the C.O. of the unit furnishing the escort.

6. Where, owing to difficulties in identification, a C.O. is doubtful if an alleged deserter should or should not be taken over into air force custody, he will make an immediate report to superior authority with a view to special instructions being given.

7. An escort will not take over into air force custody a person who has not admitted his offence unless he is identified as the absentee or deserter in question: nor will it take over a person who has admitted the charge of being an absentee or deserter, if it appears that such admission is false. In the latter case, if the person has not yet been committed, the facts should be stated to the magistrate: if he has already been committed, the N.C.O. in charge of the escort will report the circumstances to the governor of the gaol; in either event para. **1162**, clause 2 (*d*), will be complied with.

1165. Fraudulent or Improper Enlistment.—1. When an airman is discovered, either by his own confession or otherwise, to have entered the R.A.F. while belonging to, or after having been discharged from, any branch of H.M. forces, the airman's present C.O. will prepare Part I of Form 123 and forward it to the Officer i/c Records.

2. If the airman formerly served in the military forces, the Officer i/c Records will forward Form 123 to the proper Army record office for completion and return. If the airman has been regularly discharged from the Army prior to enlistment in the air force, Form 123, on return, will not be forwarded to the Air Ministry unless and until application is made for the airman's discharge under para. **652** (17), in which case the form will be forwarded to the Air Ministry together with the application for discharge. Where the airman has not completed his previous engagement in the Army, Form 123 will be forwarded to the Air Ministry.

3. If the airman formerly served in the R.N., R.M., or Naval Reserve, Form 123, completed as far as possible, will be forwarded by the Officer i/c Records, with any confession, to the Air Ministry.

4. If necessary, reference will be made by the Air Ministry to the Admiralty or War Office, for decision as to whether it is desired to claim the airman for further service in the R.N., R.M., Naval Reserve, or Army.

5. If the airman served in the R.A.F., Form 123 with particulars of present service will be forwarded to the Officer i/c Records, who will complete the form and return it to the airman's C.O.

6. The C.O. of the airman's present unit, on return of Form 123, will act as follows, on completion of the necessary evidence:—

(*a*) If at the time of his enlistment the airman belonged to the regular air force the C.O. will submit the charge for disposal to the officer having power to order trial by court martial.

(*b*) If the airman belongs, or belonged, to the R.N., R.M., Naval Reserve, or Army, he will be retained for service, unless his discharge from the R.A.F. is ordered by the Air Ministry or unless

Digitized by Google

an intimation is received from the Air Ministry that the Admiralty or War Office desire to claim him for further service, in which event the officer disposing of the charge will give the necessary orders for the return of the airman to his proper service and the airman will be discharged under para. **652** (17).

(*c*) At home, if the airman belonged to the R.A.F. Reserve, the officer having power to order trial by court martial will dispose of the airman, after reference to the Officer i/c Records to ascertain service requirements in the airman's rank and trade. If a court martial is ordered, the airman will be charged with an offence under Section 33, Air Force Act. Whether punished or not, the man will be relegated to the reserve, unless the officer having power to try the airman by court martial authorises his being held to regular air force service on his last attestation. Abroad, after disposing of the charge, the officer will direct the airman to be retained for service on his last attestation.

(*d*) If the airman has improperly enlisted or re-enlisted into the regular air force under any other conditions than those above-mentioned, the case will be disposed of on its merits, and if trial be ordered, will be dealt with under Section 32, 33 or 99, Air Force Act. A false answer as to age should not be made the subject of a charge. When the airman's discharge is to be carried out in consequence of his offence, cases of false answer should, as a rule, be dealt with by the civil power instead of by court martial, if such a course can be adopted without expense to the public; proceedings before the civil power cannot, however, be instituted if more than six months have elapsed since the date of the offence.

7. In all cases under clause 6 (*c*), both at home and abroad, a report of the disposal will be made by the C.O. of the unit in which the airman has been serving to the Officer i/c Records, who, where applicable, will notify the accountant officer by whom the airman was paid while in the reserve. Relegation to the reserve will take effect from the date of committal, if the man was tried and sentenced to imprisonment or detention, otherwise from the date of the order of the officer having power to convene a court martial.

1166. Special Procedure in Scotland.—The following course may be pursued when it may become necessary to take action in Scotland before a civil tribunal for desertion and fraudulent enlistment under the Air Force Act. Ordinarily, the prosecution will be undertaken in the sheriff's court, or before the magistrates of the burgh within whose jurisdiction the case occurs, under the orders of the airman's C.O., the complaint being made to the sheriff or magistrates, as appropriate. Prosecutions of this kind will not be brought in the justice of the peace court. Grave or difficult cases, or where the offender is a civilian, will be reported to the Lord Advocate in order that the prosecution may be undertaken by the sheriff court fiscal of the district under his instructions.

1167. Use of Protecting Certificate.—1. Where a person—

(*a*) is in air force custody, and is believed to be a deserter from the R.A.F. and has not been required while in such custody to perform any duty as an airman; or

Digitized by Google

(*b*) believed to be an airman in a state of desertion is serving with the naval or military forces; or

(*c*) is in civil custody, on committal as a deserter, for the purpose of being delivered into air force custody; or

(*d*) has been convicted by the civil power for any offence, and is undergoing a sentence of imprisonment and is believed to be an airman in a state of desertion;

evidence of the desertion (in the form of a confession or otherwise) will be obtained, and if he is unfit for service as an airman or for any other reason it is not desired to claim or retain such person to serve as an airman, a protecting certificate (Form 129) may be issued under the authority of the Air Council or of an air or other officer commanding (*see* para. **1168**). A protecting certificate will not be issued to an airman in air force custody who has not signed a confession of desertion. Such an airman will be brought to trial and if it is not desired to retain him to serve as an airman his discharge will subsequently be effected under the appropriate heading of para. **652.**

2. A protecting certificate when completed will be sent to the authority who has in custody the person to whom it refers, and a certificate that it has been, or will be, handed to the deserter will be obtained.

3. The issue of a protecting certificate will be reported to the Officer i/c Records.

4. Where a deserter is traced in circumstances other than those provided for in clause 1 (*a*) to (*d*) the Officer i/c Records will report the facts to the Air Ministry in order that the Air Council may decide as to the issue of a protecting certificate.

1168. Dispensation from Trial for Desertion or Fraudulent Enlistment.—1. When an airman has been committed as a deserter under Section 154, Air Force Act, and has signed the confession contained in the form of committal to the effect that he is a deserter, or when an airman while serving has signed a confession that he has been guilty of desertion or of fraudulent enlistment (Section 13, Air Force Act), and it is not considered necessary that the airman should be tried for his offence, application will be made to a competent air force authority, under Section 73, Air Force Act, in or under whose command the airman is serving, who may (if satisfied of the substantial truth of the confession) dispense with the airman's trial by court martial for desertion or fraudulent enlistment and make an order as to forfeiture.

2. A copy of the committal or the confession will accompany the application, and, whenever possible, evidence as to the truth of the confession should have been previously obtained. When an airman has not signed a confession before a magistrate, the following forms may be used:—

(a) *Form of Confession of Desertion.*

I (here insert name) do hereby confess voluntarily that I am Official No..... of the ..... unit, and that I deserted from that unit on ..... (any other particulars to be added). Signed this ..... day of .....

(*Signature of Airman.*)

(*Signature of C.O.*)

Digitized by Google

Note.—Where an airman confesses to more than one offence of desertion, the form may be varied to suit the circumstances.

(b) *Form of Confession for Fraudulent Enlistment.*

I ..... now being Official No. ..... of the ..... unit, do hereby confess voluntarily that I was Official No. ..... in the ..... unit, and that I fraudulently enlisted in the regular air force on the ..... day of ..... at ..... Signed this ..... day of .....

(*Signature of Airman.*)

(*Signature of C.O.*)

Note.—Where the airman confesses to more than one offence of fraudulent enlistment the form may be varied to suit the circumstances. If the confession includes both desertion and fraudulent enlistment, both the above forms may be combined in one form of confession.

3. If the application for dispensing with trial for desertion or fraudulent enlistment is approved, Form 846 will be used. An order on Form 846 is a disposal of the charge, and it is therefore illegal for a C.O. to award any punishment in addition, except as provided in paras. **1268** and **1269.**

4. The airman's confession and the order dispensing with trial, or copies thereof, will be sent to the Officer i/c Records for preservation with the attestation paper, and an entry of the order dispensing with trial will be made in the conduct sheets and permanent records as if the airman had been convicted by court martial of his offence. A similar entry will be shown on Form 296 at any subsequent trial.

1169. *Deleted.*

1170. Rewards for Apprehension of Deserters, &c.*—1. At home, the C.O. of the unit, on receipt of Form 1618 containing a recommendation by a magistrate for a reward to be given in connection with the apprehension of a deserter or absentee, will at his discretion authorise the accountant officer to pay the amount in question or such amount as appears to him to be sufficient in the circumstances, always subject to the limits stated on the form. If the C.O. considers that a reward should not be paid, or that the reward recommended is excessive, he will furnish the police authorities with an explanation of the disallowance or reduction. Part II of Form 1618 or Form 1617 will be passed to the accountant officer for payment of any reward authorised and/or any expenses that may be due. (*See* para. **2910** as to the payment of a fee for the issue of Form 1618.)

2. Abroad the air or other officer commanding may sanction the payment, to any person not being a commissioned officer, of a reward not exceeding £1 for the apprehension of a deserter or absentee without leave. The sum authorised should not, however, ordinarily exceed 10s. if the deserter or absentee was in uniform when apprehended, or 15s. if

* A reward will not be payable in respect of the apprehension of a deserter who, at the time of absenting himself, was serving on a "Duration of War" engagement during the Great War.

Digitized by Google

he was in plain clothes. Should the air or other officer commanding, owing to special local circumstances, consider that a maximum reward of £1 is insufficient, he will apply to the Air Ministry for authority to offer rewards at a higher rate not exceeding £5, for such period as he may consider necessary. In fixing the amount of the reward to be paid the circumstances and the recommendation (if any) of the magistrate will be taken into consideration.

3. A reward will not be payable if the deserter or absentee voluntarily surrendered, or if it appears that he was in collusion with the person who apprehended him, or that the apprehended man was not a deserter or absentee. If a reward has been recommended by the committing magistrate, the latter will be informed that it is not admissible.

4. A reward not exceeding £1 may be paid to any recruiter, airman, or other person, not being a commissioned officer, for recognising and apprehending, or causing to be apprehended, a man belonging to the regular air force, or the R.A.F. Reserve, who has rendered himself liable to a penalty by enlisting or endeavouring to enlist in the regular air force, R.A.F. Reserve, R.N., R.M., or regular Army or Army Reserve, including the Militia and the Supplementary Reserve. Any such reward payable in respect of a naval rating or marine, or in respect of a regular soldier or Army reservist, will be dealt with by the naval or military authorities respectively.

5. A reward not exceeding £1 may be paid to any person other than a commissioned officer for recognising and apprehending or causing to be apprehended, a man who, after discharge from the regular air force, R.A.F. Reserve, the Special Reserve, the regular Army, Army Reserve, (including the Militia and the Supplementary Reserve), R.N., or R.M., as a result of being sentenced by court martial to be discharged with ignominy or disgrace; or expressly on account of misconduct, or for having given a false answer on attestation; or on conviction by the civil power; or when sentenced to penal servitude; or for medical unfitness—has rendered himself liable to a penalty by denying his former service on enlistment in the regular air force.

6. A sum not exceeding in aggregate £1, if specially approved by the Air Ministry at home or by the air or other officer commanding abroad, may be issued as a reward to any civil constables or constable who may be certified by the superior officer of the force to which they belong to have shown special discretion, zeal or activity in connection with any case brought before a civil court of a person or persons illegally purchasing or being in possession of an airman's clothing or necessaries contrary to the provisions of Section 156, Air Force Act.

7. The rewards detailed in clauses 4 and 5 will not, normally, exceed 10*s*.: but if it is certified that the person entitled to the reward has used exceptional diligence in detecting the offence, the reward may be increased to 15*s*. The prior authority of the air or other officer commanding for payment to be made under clauses 4 and 5 will always be required.

8. Payments under this para. will be made by the accountant officer of the unit concerned, and will be supported by Part II of Form 1618 duly signed by the C.O. of the unit, or by the written approval of the air or other officer commanding, as the circumstances may require.

Digitized by Google

SECTION VI.—AWARD, FORFEITURE, DEPRIVATION AND RESTORATION OF GOOD CONDUCT BADGES.

1175. General.—1. Badges for good conduct not exceeding three in number will be conferred on airmen under the regulations contained in this section.

2. Warrant officers (other than warrant officers, 2nd class) to whom the scales of pay in para. **3447,** clause 1, are applicable will not be eligible for G.C. badges, and from the date of promotion to the rank will cease to hold any badges previously awarded. *See also* para. **3447,** clauses 1B and 1C.

3. Good conduct pay as laid down in para. **3452** will be issued to an airman in respect of the number of badges he holds.

4. Badges will be granted and restorations made with effect from the date they become due, whether the airman applies for the award or not. If for any reason, other than misconduct, an airman's badge is not awarded or restored when it becomes due, his conduct subsequent to the date on which, in normal circumstances, the badge should have been awarded or restored will not be taken into consideration in calculating the effective date of award; but the forfeiture of such badge should take effect from the date of the award of any punishment which itself would involve forfeiture of a badge, if such punishment occurred between the effective date of award and the date of its promulgation.

5. Awards and restorations of badges will be made only by an officer not below the rank of wing commander (or by a squadron leader who is exercising the full powers of a C.O. for disciplinary purposes) and will be accepted as final, subject only to revision under the authority of the Air Ministry.

6. The possession of G.C. badges by an airman does not confer upon him any right in respect of such badges to any addition to his pension.

1176. Recruit to be Informed of Conditions.—A newly enlisted airman will be informed by his C.O. of the conditions governing the award, forfeiture, deprivation and restoration of badges.

1177. Qualifying Service for Award.*—1. The following periods of service will be required to qualify for the award of badges:—

For one badge—three years.
For two badges—eight years.
For three badges—thirteen years.

2. The following service or time will count as qualifying service, subject to clause 3.

---

* 1. *Deleted.*

2. Entries in the service conduct sheet in respect of the following awards under Section 46, Army Act or Air Force Act, by a C.O. during the period from 4th August, 1914, to 1st August, 1920, will not entail the loss of three months' service:—

(*a*) Field punishment No. 2 for seven days or less.
(*b*) Forfeiture of pay for seven days or less.

Digitized by Google

(*a*) The whole of an airman's service in the R.A.F. and the mobilized or embodied service of an airman of the R.A.F. Reserve or the Auxiliary Air Force.

(*b*) For airmen transferred from the R.N., R.M., or Army under the Air Force (Constitution) Act, 1917, on 1st April, 1918, or any later date, any service in the R.N. or R.M. which counts for badge purposes under naval regulations, or any qualifying service for long service and good conduct pay on an Army engagement, provided such service has been continuous; any service on an engagement previous to that in existence at the time of transfer being dealt with under para. **1179,** in the same manner as if the re-entry had been into the R.A.F.

3. The following service or time will not count as qualifying service:—

(*a*) Service before attaining the age of eighteen years.

(*b*) The service as aircraft apprentice, apprentice clerk or boy entrant, whether before or after the age of 18, of an airman enlisted after 31st December, 1927.

(*c*) Three months for each adverse entry made in the service conduct sheet.

(*d*) Service for which "Indifferent" is the highest character admissible under para. **2140.**

(*e*) Service forfeited under para. **616** for desertion or fraudulent enlistment, unless and until such service is restored.

(*f*) Service prior to absence from the forces for five years or more except as provided for men discharged on medical grounds (*see* para. **1179**). Service in Class "E" of the Air Force Reserve or the corresponding reserves in the Navy and Army, will not be regarded as absence from the forces, but service, except mobilized or embodied service in Class "F" of the Air Force Reserve, the Auxiliary Air Force, or reserve or auxiliary forces of the Navy and Army other than those referred to above will be so regarded.

(*g*) Time for which pay is not allowed* (*see* para. **3470**), or time during which an airman has been out of the service for any cause.†

(*h*) Service as a commissioned officer.

(*i*) Service on a colonial attestation.

(*j*) Service on all former attestations where any former attestation was not acknowledged on enlistment or re-enlistment into the R.A.F.; but the Air Council, in deserving cases, may direct that such service or any part thereof shall reckon as qualifying service.

1178. Conduct preceding Awards.—1. During the two years of actual service in receipt of pay immediately preceding the award of a badge, an

* Days for which pay has been "mulcted" under naval discipline (articles 578, 579 and 580, King's Regulations and Admiralty Instructions) will be allowed to count.

† In reckoning service towards badges, care must be taken to ensure that the same period of time forfeited is not deducted more than once, e.g. under detention and loss of character, for the service entry and detention, &c.

Digitized by Google

airman must not have incurred an entry on his service conduct sheet except any award of confinement to camp not exceeding 10 days or stoppage of smoking on board ship (*see also* footnote to para. **1177**), and he must have conducted himself with sobriety, activity and attention. During this period his conduct in the opinion of his C.O. must also have been uninterruptedly very good.

2. The second or third badge will not be awarded unless the airman has qualified himself as in clause 1 during the two years of actual service in receipt of pay immediately preceding this award, and has been in continuous possession of the preceding badge during this period. Two or more badges may, however, be awarded together, or at less intervals than two years on account of service restored subsequently to forfeiture for desertion or fraudulent enlistment. (*See also* para. **1183.**)

3. The two years with continuous very good conduct required by clause 1 will be reckoned without reference to " V.G." or other assessments of character on the certificate of service, except " Indifferent." For example, the latter part of a year for which " V.G." " Good " or " Fair " is awarded may be counted; but although an airman may have been awarded a " V.G." character for two years it is within the discretion of the C.O. to disallow any part of this time served under his command, a higher standard of conduct being required for G.C. badges than for " V.G." character.

4. For an airman who joins from another unit, " V.G." time for badge purposes will be reckoned in accordance with the preceding clauses. Where any part of the time served has been disallowed under clause 3, " V.G." time will be reckoned from the date entered in column 2 of the miscellaneous record sheet (*see* para. **2106,** clause 14).

5. Where the award of a badge is delayed on account of an award of confinement to camp exceeding 10 days or of detention, field punishment or imprisonment, the two years with very good conduct required by clause 1 will be reckoned from the day following the date on which the sentence expired.

1179. Counting of Former Service.—1. Subject to para. **1177,** clause 3 (*j*), an airman who rejoins the R.A.F. within five years of his discharge will resume the G.C. badges and the position in regard to further badges which he held when he quitted the service.

2. Subject to para. **1177,** clause 3 (*j*), an airman who within five years of discharge from the R.N., R.M. or Army has enlisted in the R.A.F., will be allowed to reckon towards the acquisition of air force badges not more than four years of service over the age of eighteen years which counted for badge purposes in the R.N., or as qualifying service for long service and good conduct pay in the Army.* Where a break has occurred

* Airmen who have previous service in the Army but who were discharged before 30th April, 1938, may reckon towards the acquisition of air force badges not more than four years of qualifying service for pension in the Army. No Army service with character on discharge lower than " V.G." will be allowed to reckon for this purpose but a lower assessment of character on discharge may be accepted on the authority of the Air Council.

Digitized by Google

between two periods of naval or army service exceeding five years, the time prior to such break will not count unless the earlier engagement was terminated on account of medical unfitness, in which event the award should be submitted for decision under clause 3.

3. Subject to para. **1177,** clause 3 (*j*), an airman invalided from the R.A.F. or discharged on medical grounds from the R.N. or Army who is allowed to enter or re-enter the R.A.F. may be allowed to resume his former G.C. badges or to count his former service for badge purposes, in whole or in part, on the authority of the Officer i/c Records.

4. The case of an airman who transferred from the R.N. or Army to the R.A.F. is provided for in para. **1177,** clause 2.

1180. Time—How counted.—For the purpose of counting time under paras. **1177, 1178,** and **1182**—

1 month	will be reckoned as	30	days.
3 months	,, ,,	91	days.
6 months	,, ,,	182	days.
1 year	,, ,,	12	calendar months.

1181. Forfeiture and Deprivation of G.C. Badges.—1. An airman found guilty of desertion or fraudulent enlistment forfeits all G.C. badges and past service for the purposes of the award or restoration of G.C. badges.

2. Should an offence of which an airman is convicted by the civil power be one that has brought disgrace or discredit on the uniform, the service, or the position which the offender holds, he may be deprived of one or more G.C. badges if recommended by his C.O. and approved by an officer not below the rank of wing commander.

3. A sentence of imprisonment, field punishment, or detention, or reduction in rank or to the ranks when awarded by court martial shall carry with it forfeiture of all G.C. badges. The Air Council or, on active service, the officer commanding-in-chief in the field, and any flag, general, or air officer whom the Air Council or such officer commanding-in-chief may appoint, may order a warrant officer or N.C.O. to be deprived of one or more G.C. badges on his being reduced for misconduct under para. **504,** clause 1.

4. A conviction by court martial, or an order dispensing with trial, which entails forfeiture, under para. **616,** of former service towards engagement, will also entail forfeiture of badges.

5. Forfeiture of one or more G.C. badges may be ordered by a general or district court martial.

6. An award by a C.O. of field punishment or detention shall carry with it forfeiture of all G.C. badges. An airman who is awarded a summary or minor punishment (other than field punishment or detention) which constitutes a service entry may in addition be deprived of one or more G.C. badges on the authority of an officer of the rank of wing commander or above: if the C.O. making the award is below that rank he will submit any recommendation as to deprivation of G.C. badges for confirmation by a superior officer of or above the rank of wing commander, except where special authority is issued by the Air Council or by an air or other officer commanding abroad (*see* para. **2153,** clause 9).

Digitized by Google

7. The C.O. of one of H.M. ships may deprive an airman who is taking passage therein, of one or more badges.

8. A forfeiture or deprivation will be published forthwith in the casualty form, unless confirmation is required under clause 2 or 6 above, when publication will be made immediately after confirmation. The authority will always be stated.

9. All G.C. badges shall be forfeited by an airman discharged in the following circumstances:—

(*a*) With ignominy.
(*b*) Having been convicted by the civil power.
(*c*) For misconduct.
(*d*) Services no longer required (owing to misconduct).

1182. Restoration of G.C. Badges.—1. One G.C. badge lost may be regained by six months' continuous very good conduct reckoned from the date of expiration of the sentence which caused the forfeiture or deprivation or of any sentence subsequently awarded before restoration, which would normally entail the forfeiture or deprivation of a badge, and additional badges by further periods of six months reckoned from the date of the preceding restoration.

2. If, however, an airman has forfeited, or has been sentenced to deprivation a second time within three years, the qualification is one year for the first restoration and six months for each subsequent restoration.

3. The period of very good conduct qualifying for the restoration of a badge will be reckoned in the same way as the two years of very good conduct that must precede an award. (*See* para. **1178,** clause 1.)

1183. Warrant Officers upon Reduction or Reversion.—1. If reduced for misconduct a warrant officer who was as such ineligible for G.C. badges (*see* para. **1175,** clause 2) must serve for two years from the date of reduction in the manner laid down in para. **1178.** Upon completion of this period he may then reckon towards G.C. badges all eligible qualifying service, including service as warrant officer. Badges for which his total service renders him eligible may be awarded upon completion of the period of two years referred to above.

2. If reduced for inefficiency, or if he voluntarily reverts to a lower rank for any reason other than misconduct, a warrant officer, who was as such ineligible for G.C. badges (*see* para. **1175,** clause 2), may reckon all qualifying service, including the time during which he held the rank of warrant officer, and the award or awards may be made with effect from the day following reversion or reduction.

1184. Reservists' Badges.—1. Reservists when called up by royal proclamation, or when undergoing training, may wear the same number of G.C. badges and receive the same good conduct pay as when transferred to the reserve, without reference to the time which may have elapsed since they were transferred to the reserve. (*See also* para. **1177,** clause 2 (*a*).)

2. If any reservist called out by royal proclamation was not in possession of three badges when transferred to the reserve his previous

Digitized by Google

service towards a further badge will be allowed to reckon in accordance with paras. **1177, 1178** and **1179.**

3. Periods of training while in the reserve will not count as service for the award or restoration of G.C. badges.

1185. Deserters and Others.—1. The following will be considered in respect of the award of badges as though they had never previously served:—

(*a*) A recovered deserter, unless the forfeited service is restored.

(*b*) An airman rejoining after being out of the service for five years or any longer period, unless he was discharged on medical grounds. (*See* para. **1179.**)

(*c*) An airman allowed to re-enlist, having been previously discharged for misconduct.

2. When forfeited service of a recovered deserter is restored, any badges forfeited in consequence of desertion, and any further badges for which the airman may be eligible according to his total service, may be granted from the date of the order for the restoration of the former service, as though such service had never been forfeited.

3. When any portion of forfeited service of an airman found guilty of fraudulent enlistment is restored, any badges to which such restoration may entitle him, and any further badges for which the airman may be eligible according to his total qualifying service, may be granted from the date of the order for the restoration of the former service, or part thereof, as though such service had never been forfeited.

1186. Procedure for Awards and Restoration.—1. A C.O. will keep such records as he may consider necessary to ensure compliance with this para.

2. Upon an airman becoming eligible for the award or restoration of a badge or badges, Form 457 will be prepared by the adjutant and will then be passed to the accountant officer for concurrence in the earliest date of award or restoration admissible, as indicated in column 5 of the form. The C.O. of the unit will himself complete column 6 (actual date of award or restoration) after taking into account any minor offences recorded against the airman which do not constitute service entries; if he is of or above the rank of wing commander, or is a squadron leader who is exercising the full powers of a C.O. for disciplinary purposes, he will himself approve the awards; otherwise he will transmit the form, together with Forms 280, 120, 121 and 125, to the next higher formation for approval by an officer not below the rank of wing commander. A C.O. below the rank of wing commander who recommends, under para. **1178,** clause 3, that an airman's badge be withheld for any period will state his reasons in full in a report which will accompany Form 457.

3. When Form 457 has been duly approved, the C.O. will promulgate in the casualty form (Form 739), the award or restoration, together with the designation of the approving authority. The award or restoration will be recorded on the airman's certificate of service, and the Form 457 will be immediately despatched to the Officer i/c Records for custody.

Digitized by Google

Section VII.—Disposal of Air Force Convicts and Persons under Sentence; Prisons, Detention Barracks and Service Detention Rooms.

1191. Forms of Commitment, &c.—The forms for the commitment, removal and discharge of airmen sentenced by court martial to penal servitude, imprisonment or detention, or awarded detention summarily, are as shown in Appendix III to the Rules of Procedure and will be referred to in this section by the letters they bear in those rules. (*See* A.P. 113 as to the numbers allotted to any of these forms which are printed as air force forms.)

1192. Powers of Authorities.—The powers and functions of the several authorities named in respect of the commitment, removal and discharge of an air force convict (i.e. an airman sentenced by court martial to penal servitude) and a person under sentence of imprisonment or detention, are defined in Sections 59 to 67, Air Force Act, and R.P. 126. In giving effect to the provisions of the Act and Rule of Procedure, the regulations contained in this section will be observed.

1193. Penal Servitude—Sentences at Home.—1. An airman sentenced by court martial to penal servitude will, as soon as possible after promulgation, be dispatched to the civil prison named by the air or other officer commanding. The order of commitment (Form A) will be signed by the C.O. unless he has received an order signed by some superior authority.

2. Until he is received into a penal servitude prison, an air force convict may be kept only in air force custody.

1194. Penal Servitude.—Sentences Abroad.—1. An airman who has been sentenced by court martial to penal servitude in India or in a colony or a foreign country will be committed, except as provided in Sections 58 and 59, Air Force Act, to undergo his sentence in a prison at home. The order of commitment (Form B) will be signed by the air or other officer commanding, or by one of the other authorities specified in R.P. 126.

2. Any of the officers mentioned in clause 1 will, in communication with the local government, when necessary, make such arrangements and give such orders as may be required for the confinement and custody of an air force convict until he can be removed home and during removal. (*See* para. **1213** as to custody during the voyage.) Forms of the various orders which may be legally given from time to time are contained in Form B.

3. Where an air force convict is to be committed to undergo his sentence at home, the confirming authority will notify the Air Ministry and the Officer i/c Records by letter (that to the Air Ministry being accompanied by a signed copy of the appropriate committal order), giving the following information:—

(*a*) Number, rank, name, trade group and religion of airman.
(*b*) Full particulars of offences for which the airman was tried.
(*c*) Finding on each charge.

Digitized by Google

(*d*) Sentence of the court, together with particulars of any variation, remission, or mitigation.

(*e*) Description of court and date and place of assembly.

(*f*) Name and appointment of confirming authority and date of confirmation of proceedings.

(*g*) Name of vessel in which the prisoner will sail and probable date of departure and arrival.

(*h*) Any recommendation as to discharge from the service.

A copy of this notification will accompany the prisoner (*see also* para. **2115**). The Air Ministry will inform the A.O.C., No. 24 (Training) Group, in order that the necessary preliminary arrangements may be made for the airman's reception. When the airman embarks, notification of embarkation will be despatched as required by para. **897**. On arrival at home, the air force convict will be conducted under escort direct to the detention room at the R.A.F. station at Worthy Down, Winchester, for temporary detention during scrutiny of his documents by the committing authority, after which he will be escorted to the appropriate penal servitude prison and handed over to the custody of the governor. The Officer i/c Records will forthwith post the airman to No. 1 R.A.F. Depôt in order that the procedure for discharge laid down in para. **1208** may be carried out.

4. Until he is received into a penal servitude prison, an air force convict, if in India or a colony, may be kept in air force or civil custody, subject to para. **1201**, clause 2, or partly in one description of custody and partly in the other, and may be transferred from one description of custody to the other as occasion may require: if the convict is in a foreign country he may be kept only in air force custody.

1195. Imprisonment—Sentences at Home.—1. An airman sentenced to imprisonment will be classified and dealt with as follows:—

(i) An airman will be committed to the nearest public (civil) prison where accommodation is available, according to his religious denomination, when sentenced to imprisonment for offences under Sections 17 and 18 (4) and (5) of the Air Force Act, or for any offences under Section 41, or when sentenced to two years' imprisonment for any offence, or when sentenced to be discharged with ignominy, except as provided in (ii).

(ii) An airman sentenced to imprisonment for any term less than two years and to be discharged with ignominy who has been convicted of a purely service offence only will be committed to the nearest military prison* specially set apart for this purpose. A C.O. will ascertain that there is accommodation in that prison before committing a prisoner thereto. If accommodation is not available, a prisoner of this class will be committed to a public prison as in (i).

(iii) An airman sentenced to imprisonment for any term less than two years for a purely service offence only, and not sentenced to be discharged with ignominy, will be committed to a military prison, but if this involves undue expense for travelling, he may be committed to the nearest detention barrack.

* *See* A.M.O. A.1087/42 for location of military prisons and detention barracks.

Digitized by Google

2. The order of commitment to an air force, military or civil prison, or to a detention barrack, will be made on Form C by the airman's C.O. unless he receives a commitment order signed by some superior authority; in either case it will be accompanied by Form 355.

3. *See* para. **1208** for procedure as to discharge from the service after imprisonment.

1196. Imprisonment—Sentences Abroad.—1. If a sentence of imprisonment exceeds twelve months, the offender, whether committed to a prison or detention barrack abroad or not, will be transferred as soon as practicable to a prison* or detention barrack at home (in accordance with the principles laid down in para. **1195**) unless for any of the special reasons referred to in Section 64 (4), Air Force Act, he is to undergo such sentence abroad. The order for the transfer (Form E) will be signed by one of the authorities mentioned in para. **1194**, clause 1. When an airman is sent home to undergo imprisonment his C.O. will make arrangements for the custody of the airman during transit. The form of order which may be legally made is contained in Form E, which will also be used for an airman whose sentence does not exceed twelve months, but who, for any special reason, is sent home to undergo imprisonment (*see* para. **1213** as to custody during the voyage).

2. When an airman under sentence of imprisonment is sent home in circumstances which will entail his commitment to a prison on arrival, Form 355 will accompany the order for transfer (Form E or M, as appropriate).

3. An airman sentenced to be discharged with ignominy, either with or without imprisonment, will be sent home so as to arrive before the expiration of his imprisonment if awarded, or otherwise as soon as possible. If there is no opportunity by freightship, transport, or other public vessel, he may be sent by packet in order to reach the port of disembarkation before his sentence expires.

4. The procedure for reporting the sentence and for dealing with the airman on arrival will be the same as is laid down in para. **1194**, clause 3. When removal from abroad has taken place under Form E, the A.O.C., No. 24 (Training) Group, will order commitment by completing the orders therein contained; when removal has taken place on Form M, he will make a fresh order of commitment on Form C.

1197. Detention Sentences—Home and Abroad.—1. An airman under sentence of detention awarded by a court martial or by his C.O. will undergo his sentence either in air force custody, or in a detention barrack, or in a service detention room, or partly in one or more of these ways. An airman will not be committed to a prison in respect of any portion of a sentence of detention.

2. Under Section 132, Air Force Act, the Secretary of State for War has set apart accommodation† for airmen sentenced to detention at home. Except as provided in clause 3, an airman sentenced to detention (in-

* For air force prisoners disembarked at Southampton, the nearest available civil prison is H.M. Prison, Winchester.

† *See* A.M.O. A.1087/42 for location of military prisons and detention barracks.

Digitized by Google

cluding an airman sent home from abroad to complete his sentence) for a period exceeding 14 days will be committed to the nearest detention barrack; for a period of from 8 to 14 days, an airman will also be sent thereto if it is within 25 miles of his unit.

3. An apprentice or boy entrant sentenced to a period of detention not exceeding 28 days will undergo his sentence in a service detention room. If sentenced to detention for a period exceeding 28 days an apprentice or boy entrant who has attained the age of 16 will be committed to the nearest detention barrack.

4. The provisions of para. **1196** will apply to sentences of detention awarded abroad, substituting " detention " for " imprisonment," " detention barrack " for " prison," " Forms F and N " for " Forms E and M," &c.

5. The order of commitment to a detention barrack or service detention room for an airman committed thereto away from his own station will be made on Form D or Form G if the sentence was awarded by the C.O.: if to a detention barrack it will be accompanied by Form 355.

6. If the airman is committed to a detention barrack after commitment to a service detention room or other place of detention a further commitment order (Form D or Form G) will be issued and sent with Form 355 with the airman to his new place of confinement.

7. *See* para. **2601** as to the kits and para. **2115** as to disposal of documents of airmen sentenced to detention and committed to a detention barrack. *See also* para. **1204,** clause 1, as to the time of arrival at prisons or detention barracks.

1198. Limitation and Commencement of Sentence.—1. An airman may not be kept in continuous confinement for a period exceeding two years under one or more sentences of imprisonment, whether awarded by court martial or by a civil court, or of detention, or any combination of such sentences.

2. Penal servitude or imprisonment or detention awarded by a court martial, or ordered by a competent authority in commutation of a punishment awarded by a court martial, begins to run from the date of the original sentence. Detention awarded summarily will commence as directed in para. **1147.**

1199. Notification prior to Committal.—An airman will not be sent to any prison or detention barrack until it has been ascertained that he can be received.

1200. Medical Certificate to accompany Commitment.—Before an airman is committed to a prison, detention barrack, or service detention room, he will be examined by the medical officer, who will furnish a certificate as to his state of health and report any disability likely to interfere with the execution of the punishment awarded. If the medical officer considers an airman unfit to undergo a sentence of hard labour, he will state the grounds on which his opinion is based. The medical certificate will invariably accompany the commitment order.

1201. Variation of Confinement.—1. An airman sentenced to imprisonment at home or abroad may undergo his term of imprisonment in

Digitized by Google

air force custody, or in a detention barrack, or partly in one way and partly in another, but if his place of confinement is changed a fresh commitment order (Form C) will be sent with the airman to his new place of confinement.

2. An airman under sentence of penal servitude or imprisonment abroad will not be committed to a civil prison not authorised by a Secretary of State, except temporarily in emergency. Information respecting authorisation of prisons will be conveyed to the civil and air force authorities abroad.

3. At a station abroad where there is a detention barrack, an airman sentenced to imprisonment will not be committed to, or if committed, retained in, the civil prison, if there is room in the detention barrack.

4. An airman under sentence may, by an order signed by his C.O. on Form Q, be committed for temporary safe custody not exceeding seven days to any prison, police station, lock-up, or other place of confinement in which he may be legally confined. This order may be made at any time if necessity arises.

5. An air force prisoner may be removed from any authorised civil prison or detention barrack abroad to any other authorised civil prison or detention barrack and an airman under sentence of detention may be removed from any detention barrack or service detention room to any other detention barrack or service detention room as often as occasion may arise, provided the removal is in accordance with the Rules of Procedure. Form O or P will be used.

6. An airman undergoing imprisonment at home may be removed from a prison or detention barrack and an airman under sentence of detention at home may be removed from a detention barrack to a station abroad, but he may not be committed to a prison or detention barrack on arriving at the station abroad.

7. When a unit changes station at home, an airman confined in a service detention room will be taken with the unit and re-committed to the service detention room at the new station. Abroad, if the move is within the command, the air or other officer commanding will decide whether the airman is to be taken with the unit or whether he is to remain at the station. The removal from the service detention room will be effected by an order on Form N signed by the C.O.

1202. Sentences Mitigated.—1. When a sentence of penal servitude, imprisonment or detention to which an airman is sentenced by court martial is mitigated, or commuted, or part thereof is remitted by the confirming officer under Section 57 (1), Air Force Act, the committing authority will enter such mitigation, commutation or remission on the commitment form (*see* notes to Forms A, B, C and D).

2. When a portion of a sentence of penal servitude, imprisonment or detention, is remitted after the sentence has been promulgated and put into execution, care will be taken to ensure that due notification is sent to the governor of the prison or other person responsible for the custody and release of the offender, to the airman's C.O. and to the Officer i/c Records (*see also* para. **1150**).

3. Where a sentence of penal servitude is commuted to imprisonment or detention, or a sentence of imprisonment to detention, after confirma-

Digitized by Google

tion, the air force convict or prisoner must forthwith be removed by the competent authority to a prison or detention barrack as the case may require.

4. In all cases under clause 2, an order for discharge on Form H or I, so worded as to admit of discharge being carried out at the expiration of the reduced sentence, will be sent to the governor of the prison, or other person responsible for the custody of the airman. No order for discharge is necessary when an airman by good conduct earns a remission under the rules for prisons and detention barracks.

5. *See also* para. **1207.**

1203. Position of Airmen in Prison.—1. After an air force convict or prisoner has been received into a civil prison at home he will be dealt with under the orders of the Secretary of State for the Home Department, but without prejudice to the powers of a competent air force authority to deal with the sentence under Section 158 (2), Air Force Act. Abroad, a prisoner in a civil prison will be dealt with under the orders of the local government.

2. The position of an airman in a military prison or detention barrack is covered by the provisions of para. **126.**

1204. Time for Committal and Release.—1. An airman committed to a civil prison will be sent so as to arrive before 2000 hours. An airman committed to a military prison or detention barrack will arrive after the regular dinner hour and before 1545 hours. An airman committed to a service detention room will arrive not later than 1545 hours.

2. At home, the normal time for release from a detention barrack or service detention room will be 1400 hours.

3. When an airman's release from a service detention room is due on a Sunday, Good Friday or Christmas Day, he will be released on the previous day, or on the previous Saturday if Christmas Day falls on a Monday.

1205. Calculating Expiration of Sentence.—The rule for calculating the date on which sentences expire, unless a remission of any portion has been earned by good conduct, will be apparent from the following examples:—

(*a*) A sentence of 8 months' imprisonment or detention awarded on 30th September, expires on the following 29th May. If awarded on 1st October, it expires on 31st May.

(*b*) A sentence of 9 months' imprisonment or detention awarded on 29th, 30th or 31st May expires on the last day of the following February, except in a leap year, when a sentence awarded on 29th May would expire on 28th February.

1206. Good Conduct Marks—Remission of Sentence.—1. Airmen undergoing terms of imprisonment or detention are eligible for the good conduct marks which, under the regulations laid down in the Rules for Military Detention Barracks and Military Prisons, are necessary for the purpose of calculating the time earned by good conduct towards the remission of sentence.

2. Airmen proceeding to England to serve their sentence or to be discharged with ignominy after the expiry of sentence will be allowed to

Digitized by Google

count full marks towards remission of sentence if no adverse report has been recorded against them during their journey.

3. C.Os. of stations at which airmen under sentence are awaiting embarkation and Os.C. R.A.F. troops on board ship will attach to the airmen's documents a statement showing whether or not the airmen have earned full marks towards remission of sentence during the period (which will be specified) they were in their charge.

1207. Release of Airman from Prison or Detention.—1. An order for the discharge of an airman confined in a civil prison or detention barrack under sentence of court martial, will not be required unless his release is desired before the termination of the sentence (*see* para. **1202**). An airman released from a civil prison or detention barrack on completion of his sentence cannot be received into air force custody under the sentence which he has been undergoing.

2. When an airman is undergoing detention under award of his C.O., the C.O. may, by an order signed by him (on Form J), cause the airman to be removed from the detention barracks or service detention room before the expiration of the award.

3. An airman removed from a detention barrack under clause 2 may be released from further confinement or may be kept in confinement in the guard detention room until the expiration of the term of detention awarded, as may be ordered by the C.O. If released, the discharge will be held to include remission of the unexpired portion of the detention (*see* para. **2110** as to amending documents). If the removal is made for the purpose of change of station with his unit, or for embarkation, the airman will be received into the custody of an escort.

4. An airman released from prison, detention barrack, or service detention room at any hour will not be allowed the privilege of leaving camp and will be exempt from duty on that day. The airman will be so informed. This rule will not apply when a sentence of detention has been awarded in hours.

5. An airman, on completing a sentence of imprisonment served in a military prison or of detention served in a detention barrack, will be furnished by the Commandant with detailed instructions in writing as to his journey and to whom he will report on arrival at his destination. The Commandant will also issue any necessary railway warrant.

6. When an airman is about to complete a sentence of imprisonment served in a civil prison (whether such sentence was awarded by a civil court or by a court martial) and has not been discharged from the Service, his C.O., having first ascertained from the governor of the prison the expected date of the airman's release, will furnish to the governor, detailed instructions in writing (in triplicate) as to the airman's journey and to whom he will report on arrival at his destination, and will request the governor to hand one copy to the airman and to return one copy endorsed with the airman's signature: the C.O. will also forward to the governor a railway warrant to cover the journey.

7. No conducting N.C.O. will travel with an airman who has been released on completion of a sentence of imprisonment or detention, unless he is to be received into air force custody on some charge other than that

Digitized by Google

for which he was awarded the sentence which he has undergone. (*See* clause 1.)

1208. Discharges from the Service (other than with Ignominy) after Penal Servitude or Imprisonment, or after Detention.—1. When an airman is sentenced to penal servitude or imprisonment whether by civil court or by court martial (except where the sentence also includes discharge with ignominy), the C.O. of his unit (or the C.O., R.A.F. Station, Uxbridge, for an airman sent home from abroad) should at the earliest possible moment forward his documents, through the usual channels, to the Air Ministry with a recommendation as to whether or not he should be discharged. Such communications will be marked and treated as "important". If the Air Ministry decide that the airman is to be discharged, the documents and authority for discharge will be forwarded direct to the Officer i/c Records (who will take action as laid down in para. **663**) and the unit will be informed simultaneously through the A.O.C. concerned.

2. An airman who is to be discharged in consequence of a sentence of penal servitude or imprisonment, whether by a court martial or a civil court, or after detention, will not normally return to service life at the expiration of his sentence. When a decision is given that an airman is to be discharged action will be taken as follows:—

At home—whenever possible discharge will be effected before the expiry of the sentence.

Abroad—(*a*) When discharge follows a sentence by a civil court, the Air Ministry will decide whether the airman is to be discharged during or at the expiration of his sentence. If the airman is to be discharged on the expiration of his sentence he will be returned to the United Kingdom at the earliest opportunity after his release and discharged as soon as practicable after disembarkation.

(*b*) An airman sentenced to penal servitude, or imprisonment exceeding twelve months, who is returned to the United Kingdom to serve his sentence (*see* paras. **1194** (1) and **1196** (1)) will be discharged whenever possible, before the expiry of his sentence. An airman with a sentence of imprisonment less than twelve months will be returned to the United Kingdom at the earliest opportunity and discharge effected before the expiry of his sentence, if practicable, or as soon as possible after disembarkation.

(*c*) Locally enlisted personnel.—Whenever possible, a locally enlisted airman committed to a prison abroad, under the provisions of section 59 of the Air Force Act, will be discharged before the expiry of his sentence.

3. The procedure laid down in clause 1 will also be followed when an airman is sentenced to detention and his discharge from the service is considered desirable. An airman sentenced to detention cannot be discharged before the date on which his sentence expires. When an airman serving overseas has been sentenced to detention and discharge has been authorised the procedure laid down in clause 2 (*b*) will be followed.

4. The Officer i/c Records will notify all commands and groups concerned when discharge has been completed.

Digitized by Google

1209. Airman sentenced to Discharge with Ignominy.—1. If an airman is sentenced abroad to discharge with ignominy together with penal servitude or imprisonment, the procedure laid down in para. **1194** or **1196**, as appropriate, will be followed. On the airman's arrival in the United Kingdom the A.O.C., No. 24 (Training) Group, will take action as laid down in clause 3.

2. If the sentence of discharge with ignominy is unaccompanied by penal servitude or imprisonment the airman will be sent home at the first opportunity, and the officer confirming the sentence will notify the A.O.C., No. 24 (Training) Group, of the airman's particulars, the date of embarkation abroad and the probable date of arrival at home. On arrival the airman will be posted to No. 1 R.A.F. Depôt, and thereafter the procedure laid down in clause 3 will be followed.

3. When an airman is sentenced to be discharged with ignominy, the A.O.C. of the group concerned (who will be the A.O.C., No. 24 (Training) Group, for airmen sent home from abroad) will authorise the discharge and notify the Officer i/c Records and the unit (or No. 1 R.A.F. Depôt for airmen from abroad) accordingly. Where the airman is undergoing penal servitude or imprisonment the Officer i/c Records will carry out the discharge as laid down in para. **663**, in other cases discharge will be carried out by the unit (or No. 1 R.A.F. Depôt).

1210. *Deleted.*

1211. When an Airman may be Removed from Prison or Detention.—1. An airman undergoing a sentence passed by court martial may be removed from the prison or detention barrack by the air force authorities in the following circumstances:—

(*a*) In order to bring him before an air force, naval, military or civil court, either for trial or as a witness or otherwise.

(*b*) For embarkation for service abroad.

(*c*) On commutation of sentence (*see* para. **1202**).

2. An order for the removal of an airman from a prison or detention barrack, at home or abroad, for the purpose of being brought before a court martial or civil court, will be made on Form K or L. The escort which removes him will obtain from the governor of the prison or the commandant of the detention barrack, the original order of commitment, which will be returned to the governor of the prison or the commandant of the detention barrack to which the airman is returned. If he is returned to a different prison or detention barrack, a competent authority in or under whose command the airman is at the time of his return, will make an order for his return to that prison or detention barrack (on Form K or L) which will be delivered to the governor or commandant with the original order of commitment. At home, application will be made to the Air Ministry for the removal of an airman undergoing a sentence of penal servitude or imprisonment awarded by a civil court.

3. When an airman, undergoing a sentence of imprisonment or of detention, or in air force custody, is bound over, under recognisances, to appear as a witness before a civil court, and it is necessary to send him there under escort, the N.C.O. in charge will be furnished with the necessary funds and will be instructed to apply to the court for the expenses of

Digitized by Google

the escort and those of the airman. If these expenses are not allowed, the C.O. will report the circumstances to the Air Ministry through the usual channels.

1212. Airman under Sentence required for Draft.—1. If an airman undergoing sentence of imprisonment or of detention is required for drafting abroad, the Officer i/c Records will represent the matter to the air or other officer commanding the group in which the airman's unit is situated. The air or other officer commanding, in deciding upon the action to be taken, will be guided by the succeeding clauses, and will take into consideration the portion of the sentence still to run and the possibility of the airman being included in a draft later in the trooping season.

2. An airman to go with a unit or draft will not be selected from—

(*a*) those undergoing sentences for offences of serious insubordination or of a fraudulent nature unless the release involves only a small remission of punishment;

(*b*) those less than twenty years of age at disembarkation, if for an Indian or tropical station.

An airman in prison or detention for desertion, absence without leave, or any offence connected with enlistment, should, however, be selected, particularly if he has absented himself to avoid embarkation. It should also be considered whether the airman would have formed part of the draft had he not been undergoing sentence.

3. An airman removed from prison or detention barrack will be treated as undergoing sentence until the sailing of the vessel, unless his sentence expires earlier, or unless he is to be treated as undergoing sentence on board ship so long as his sentence continues.

4. An airman awarded detention summarily will not be excluded from a draft proceeding abroad. He will be treated on board ship as undergoing sentence so long as his sentence continues.

5. Nominal lists of all airmen not to be released on the sailing of the vessel will be sent to the embarkation officer by the authority ordering the removal. If the number of airmen so embarked is greater than can be accommodated, the O.C. R.A.F., in consultation with the O.C. troops, will use his discretion in directing the release of a sufficient number of them, the airmen for remission being selected by him.

6. The O.C. R.A.F. will, as a rule, release all airmen under sentence of court martial on disembarkation at a station abroad. If necessary, they may be disembarked in close arrest and kept in the guard detention room, but they must not in any circumstances be recommitted to a prison or to a detention barrack under their former sentence.

7. Abroad, an airman undergoing sentence of imprisonment or detention should, as a rule, be retained in the command abroad to complete his sentence (where such sentence may legally be carried out abroad); if, however, an airman's tour of duty abroad has expired, and his sentence extends beyond the current trooping season, the air or other officer commanding will exercise his discretion in ordering his retention or otherwise. If the airman is sent home he will complete the unexpired portion (if any) of his sentence on arrival. The order for the removal of an airman under this clause will be made on Form M, N, O or P as appropriate.

Digitized by Google

8. When an airman is released on the sailing of the vessel or completes his sentence during the voyage an entry will be made in the casualty form by the O.C. R.A.F. An entry will also be made on page 4 of the airman's certificate of service at the first available opportunity.

1213. Detention in Custody on Board Ship.—Section 172 (5), Air Force Act, authorises (although it does not oblige) the commander of a ship to receive and detain, as in air force custody, any airman or air force convict or person subject to the Air Force Act, charged with an offence, whose conveyance by sea has been sanctioned by an air force authority. When, therefore, an airman is sent by sea either without an escort or with an insufficient escort, under this provision, a special order authorising the airman to be conveyed by sea will be issued by the C.O., or as may be directed by the air or other officer commanding abroad, and produced to the commander of the ship.

1214. Escorts—General Rules.—1. The escort of an airman will, as a rule, consist of one N.C.O. and one aircraftman. If the airman is to be conducted to his unit after surrendering himself a N.C.O. only is sufficient. When parties of two or more airmen are to be removed from one station to another the number of airmen to form the escort need not ordinarily exceed half the number to be escorted.

2. Covered conveyance for an airman proceeding to prison will always be provided. An airman proceeding to a detention barrack should, where possible, be marched, unless, in the opinion of the C.O., exceptional circumstances render the provision of a conveyance necessary.

3. An escort is answerable for the safety of an airman entrusted to its charge, and will be provided with handcuffs for use if necessary. If a C.O. considers it necessary that any airman should be handcuffed he will give orders accordingly. When it is necessary to handcuff an airman dressed in uniform or plain clothes, a covered conveyance will be provided. An airman should never be marched handcuffed in air force custody through a public thoroughfare unless such a course is absolutely unavoidable.

1215. Service Detention Rooms.—1. A service detention room may be used for the temporary confinement of an airman as provided in para. **1111**, clauses 6 and 7, whenever there is accommodation and arrangements can be made for his being supplied with the ordinary rations and messing of an airman during such confinement. He should be allowed to take exercise during a reasonable portion of each day and should be kept apart from airmen undergoing sentence. He will not be required to perform any duty otherwise than as provided in para. **1111** for airmen who are in close arrest.

2. A service detention room may also be used for the confinement of an airman under sentence of detention up to the extent provided in para. **1197**. An airman will not undergo a sentence of detention awarded by an air force authority in a military detention room.

3. Whenever possible, airmen under sentence of detention of from seven to fourteen days should be congregated in detention rooms at a convenient centre. An air or other officer commanding will give such directions in this regard as he may consider desirable. In such circum-

Digitized by Google

stances an airman will be attached to the unit in charge of the detention rooms.

4. No room will be used as a service detention room until it has been certified, on the recommendation of the competent medical authority, by the air or other officer commanding as being suitable for confinement for a period up to fourteen days. Whenever a room is so certified, the C.O. of the station will be supplied with a certificate accordingly and a report of the fact will be made to the Air Ministry.

5. The temperature of detention rooms should be maintained at such level as may be necessary for the health of the occupants. In the case of an occupant appearing to be drunk the temperature should not be allowed to fall below 60° F.

6. Service detention rooms will be governed by the rules laid down in para. **1216** and will be under the control of the C.O. of the station.

7. The C.O. of a station will draw up, and include in his station orders, a daily programme of work for airmen under sentence of detention.

8. Detention rooms will be inspected, and each occupant visited, daily by the orderly officer.

9. An airman under sentence or detained in safe custody will be visited daily by the medical officer. In the event of his finding the confinement or any particular punishment to be prejudicial to the health of the airman, he will report the circumstances to the C.O. of the station.

10. Breaches of discipline while under sentence will be dealt with by the airman's C.O., who may award a further punishment of detention or a minor punishment, or bring the offender before a court martial.

11. Before an airman who is in temporary safe custody in a detention room under para. **1111**, clauses 6 and 7, is committed therefrom to a prison or detention barrack under sentence of court martial, authority for his release from custody and delivery to an escort will be given on Form S.

12. The warrant officer or N.C.O. in charge of a service detention room will ascertain, before receiving an airman into custody, that he has been committed by proper authority and will receive all such airmen to the extent of the accommodation available. He will also discharge an airman before the expiration of his sentence when required to do so by competent authority, but he will be careful that the discharge order bears the signature of the proper officer.

1216. Management of Service Detention Rooms.—1. For the purpose of ensuring uniformity in the treatment of airmen subjected to detention in service detention rooms, the following rules will be followed with any small modifications necessary to suit local conditions.

2. Solitary confinement, varied by useless working parties, will not be resorted to. In arranging the employment of airmen under detention the objects to be kept in view are the performance of work useful to the service, and the necessity for making the airmen better fitted for, and more efficient in, the performance of their duties. The daily programme of work must therefore include short drills executed with special attention to

Digitized by Google

smartness, instruction on the past and future of the service or some other subject useful to the airmen, and working parties which otherwise would have to be performed by airmen not under detention.

3. An apprentice or boy entrant undergoing a sentence of detention will be permitted to continue his drills and technical training provided that strict custody is maintained at all times and in all places during the period of detention.

4. A selected N.C.O. will invariably be detailed to be in charge of any airmen in detention rooms. Detailed instructions for the use of the N.C.O. in charge are contained in Form 84 (Instructions for the N.C.O. i/c Service Detention Rooms).

5. Airmen undergoing sentence will not be permitted to hold conversation with each other, or other airmen, except the staff or visitors whom they may be permitted to see.

6. When separate confinement of each airman is not practicable, three or more may be placed together if the rooms are sufficiently spacious; but two airmen are never to be locked up alone together, and the occupation of a room by more than one airman should not be resorted to unless absolutely necessary for want of special accommodation.

7. An airman will not be put in irons, handcuffs or under any other mechanical restraint as a punishment. Mechanical restraint will be used at the discretion of the C.O. only when necessary for the purpose of restraining the airman from violence.

8. Airmen under sentence will be provided with three blankets, or two blankets and a rug. Every airman will be searched on arrival. The articles in each airman's holdall will be removed from his room, and will not be in his possession except when actually required for use.

9. The use, by an airman under sentence, of tobacco in any form or of spirituous or other liquors, or of any article not sanctioned by regulation, is strictly forbidden.

10. Every airman under sentence will wash himself thoroughly at least once a day, shave daily, change his linen once a week, and bathe at least twice a week. The hair of every airman will be kept cut only as close as is necessary for cleanliness and smartness.

11. Every airman under sentence will keep his own room, together with the utensils and furniture thereof, clean and in order. The bedding, when in use, will be removed during the day, and in dry weather exposed to the air.

12. The N.C.O. in charge will march airmen under sentence to service on Sunday with the rest of the parade.

13. The N.C.O. in charge will take care that the means by which an airman under sentence may communicate with him, or his assistant, are kept in proper repair.

14. An airman under sentence will be permitted to have a library book, which will be drawn from the station library and will be kept in his locker.

Digitized by Google

15. Airmen under sentence will be permitted to write and receive letters. Should the C.O. so direct, such correspondence will be read by an officer before despatch or delivery. The C.O. will exercise his discretion as to the withholding of the whole or part of the contents of letters addressed to or written by airmen under sentence. A record of all correspondence so withheld will be maintained.

16. In exceptional circumstances airmen under sentence may, at the discretion of the C.O., be permitted to receive visitors during non-working hours in the presence of a N.C.O. The time and place of such visits will be determined by the C.O.

Digitized by Google

CHAPTER XVI.

COURTS MARTIAL.

SECTION I.—GENERAL.

1226. Officer to be guided by Manual of Air Force Law.—In all matters relating to courts martial an officer will be guided by the Manual of Air Force Law (A.P. 804), and every care will be taken to comply with the Air Force Act, the Rules of Procedure, and these regulations, with a view to avoiding the possibility of an offender escaping the consequences of his crime through the quashing of a conviction on points of law and improper procedure. If an officer is in any doubt on any particular point, he should not hesitate to refer the matter to higher authority before taking any step which might invalidate the proceedings.

1227. Court Martial not Obligatory.—Under the Air Force Act it is not imperative to try an offence by court martial (except where under Section 46 (8), Air Force Act, an airman, or under Section 47, Air Force Act, an officer or warrant officer, exercises his right to elect to be so tried, and adheres to his election), but the regulations provide that charges in certain circumstances, if pursued, must as a rule be tried by such a court.

1228. Power and Definition of Superior Officer.—1. A superior officer to whom a charge is referred may deal with it as follows:—

(*a*) He may refer the charge to a superior officer; or

(*b*) He may, where such a procedure is admissible, direct the disposal of the charge summarily; or

(*c*) If he has power to convene a district court martial, and if the accused is an airman, he may convene such a court; or

(*d*) If he has power to convene a general court martial, he may convene such a court, or a district court martial (but *see* para. **1231**).

(*e*) If the charge is against an officer or warrant officer, he may dispose of it summarily if he has authority to do so (*see* para. **1153**).

2. The officer referred to in clause 1 as a "superior officer" is not more clearly defined, as his position and rank depend upon the varying conditions of service. It rests with the Air Council, or such officers as they may approve, to determine to whom charges, which cannot be disposed of without reference to higher authority, are to be referred.

3. When the superior officer is the C.O. of the accused, or an officer who has investigated the charge, he cannot (except on board ship, or in such special cases as may be determined by the Air Council) exercise the powers detailed at (*b*), (*c*) and (*d*) of clause 1.

4. Where, however, an officer having power to award a summary punishment under Section 47, Air Force Act, has taken steps to try summarily any charge for the trial of which he could have convened a court martial, he may at any time before he has arrived at a finding in such summary trial give directions that the accused officer or warrant officer be brought to trial by court martial on any such charge or charges, and shall not by reason of anything done with the intention of dealing with any such charge summarily be in any way affected in the exercise of his powers under his warrant.

1229. Delegation of Power.—An air officer, if duly empowered by his own warrant, will delegate, by warrant in the form prescribed in A.P. 804,

Digitized by Google

to senior commanders, and to such other officers not below the rank of wing commander as he may deem advisable, the power of convening and confirming district courts martial.

1230. Reference to Judge Advocate General.—1. An officer who is empowered to convene or confirm courts martial may apply to the Judge Advocate General for advice upon questions arising out of the application for, or upon the proceedings of, a court martial, and he should so apply if in doubt.

2. At home in all charges for trial by general court martial, the convening officer before ordering trial will submit the charge sheet and summary of evidence to the Judge Advocate General, through the headquarters of the group, where applicable.

3. In all charges of indecency, fraud and theft for trial by district court martial at home, the convening officer will submit the charge sheet and a summary of evidence to the Judge Advocate General. Such applications, and any other applications before trial for advice or assistance, will be submitted direct to the Judge Advocate General to save delay, the air or other officer commanding being notified simultaneously of the action taken. The final letter of advice from the office of the Judge Advocate General regarding trial or otherwise will be sent to the air or other officer commanding in order that he may be kept in touch before the trial.

4. At home the convening officer, before convening a general court martial, will submit to the Judge Advocate General the name of a suitable officer to act as judge advocate at the trial. If necessary a barrister-at-law from the staff of the civil department of the Judge Advocate General will be appointed for this purpose.

1231. Distinction between Courts.—1. General and district courts martial do not differ in regard to the nature of the offences which they can try, since either has jurisdiction to try any species of offence which is cognisable by court martial. They differ in regard to the status of the offenders whom they can respectively try (a district court martial having no power to try an officer) and also in respect of the punishments which they can respectively award.

2. A warrant officer will not be tried by district court martial.

1232. Superior Court—When to be used.—In deciding as to the description of court before which a charge shall be tried, an air or other officer in superior command will bear in mind that there are few offences which cannot be dealt with effectually by district court martial. For very aggravated offences, however, when the state of discipline in a district, unit or station, renders a serious example expedient, a general court martial may be convened.

1233. Application for Court Martial—How made.—1. When it has been decided to apply for the trial of an accused person by court martial, or when an accused person has elected to be so tried, application will be made to the superior officer concerned. In the case of an airman the application will be on Form 116, on which the C.O. will assess in his own handwriting the character of the accused without reference to any contemplated charge. The C.O. will also on the Form 116 submit the name of an air force officer as prosecutor.

2. An application for a court martial must be signed by the officer in actual command of the station to which the accused belongs and not by the unit commander, unless the latter is also in command of the station

Digitized by Google

or has been granted exceptionally the full disciplinary powers of a C.O. under para. **1138**, clause 6. Before forwarding the application, the signing officer will ensure that the Rules of Procedure and these regulations have been complied with in every relevant particular. In this connection, attention is directed to the "Memoranda for the guidance of officers concerned with courts martial" contained in the Manual of Air Force Law.

3. If, after a summary of evidence has been taken (*see* para. **1260**), an accused person is remanded for trial by court martial, the application for trial should ordinarily be made within 36 hours of the completion of the summary of evidence.

4. An application for the trial of an airman will be accompanied by his certificate of service, conduct sheets and miscellaneous record sheet.

1234. Charges abroad to be determined locally.—An air or other officer commanding abroad will not send home an officer or airman against whom charges are pending, except in unavoidable necessity, as it is essential that, when charges are preferred, they should be thoroughly investigated and determined without unnecessary delay.

1235. Offence by Airman already under Sentence.—When an airman already under sentence of court martial is charged with another offence for which it is necessary to arraign him before a court martial, the trial should take place at once.

1236. Applications for Trial—Examination of Charges and Evidence.—Every charge preferred against an officer or airman, and the circumstances on which it is founded, will be carefully examined by the convening officer, who will satisfy himself that—

(*a*) the charge alleges an offence under the Air Force Act;

(*b*) the charge is properly framed in accordance with the Rules of Procedure and these regulations;

(*c*) the accused is liable to be tried (i) as being a person subject to the Air Force Act, and (ii) as not being exempt from liability to be tried by reason of any limitation of time prescribed in the Air Force Act; and

(*d*) the evidence is sufficient to justify trial.

He will also ensure that the provisions of Section 45 (1) and (5), Air Force Act, and R.P. 17 (C) are complied with. (*See* para. **1120.**)

1237. Offences against Superior.—For offences against a superior, an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office, and, especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed the less will usually be the gravity of the offence.

1238. Friend of Accused and Counsel.—At the time when, under para. **1261**, an accused person is supplied with a copy of the charge sheet and summary of evidence, he will be asked to state in writing whether he proposes to engage legal assistance, or whether he wishes to have an officer assigned to assist him at his trial. His decision will be reported to the convening officer who, if the accused requires an officer to assist him, will be responsible that a suitable officer is detailed if available. No expenses against air votes will be allowed in respect of fees to solicitors or counsel engaged by accused persons.

Digitized by Google

1239. Composition of Courts.—1. The general rules and restrictions as to the number and description of officers required in the composition of a court martial are contained in the Air Force Act and in the Rules of Procedure. In addition, the following rules will be observed:—

(*a*) Whenever an air officer, or a group captain, is available to sit as president of a general court martial, an officer of junior rank will not be appointed.

(*b*) When the C.O. of a unit is to be tried, as many members as possible will be officers who have held, or are holding, command equivalent to that held by the accused.

(*c*) When the subject of a court martial involves technical considerations affecting the medical, dental, equipment, or accountant branch, an officer of the branch concerned may be detailed as a member of the court if the air or other officer commanding considers it advisable.

(*d*) The president of a court martial held for the trial of a person accused of an offence against flying regulations will invariably be an officer of the general duties branch. The president of a court martial held for the trial of a person accused of an offence other than the contravention of flying regulations will whenever practicable be an officer of the general duties branch. When the convening officer details as president of a court martial an officer who does not belong to the general duties branch, he will attach a certificate to the order for the assembly of the court to the effect that in his opinion, having due regard to the exigencies of the service, an officer of the general duties branch is not available.

2. When a trial by general court martial is likely to be prolonged, it will usually be expedient to form the court of a larger number than the legal minimum, and two additional members will be detailed. Waiting members will also be detailed to meet reduction by challenge. For a district court martial the legal minimum will ordinarily be sufficient; but, if necessary, a larger number may be detailed and waiting members provided. When the minimum number is detailed, not more than one member should be below the rank of flight lieutenant. For the trial of doubtful or complicated cases a general court martial will be held. Whenever a serious issue of fraud or grave indecency is to be tried by a district court martial, application may be made for the appointment of a judge advocate.

3. When an officer of or above the rank of flight lieutenant is not available as president of a district court martial, the power of convening the court should not be exercised, except when such a course is absolutely necessary and when the charge cannot conveniently be referred to an officer holding a superior command. Where, however, a naval or military officer is available, the convening officer may constitute the court under Section 48 (10), Air Force Act.

4. Where a new trial is ordered no officer who was a member of the court for the previous trial should be detailed as a member or waiting member of the new court.

1240. Officers to Attend Trials for Instruction.—An officer will be required on first appointment to a commission to attend, for instruction, such courts martial as the air or other officer commanding may direct, for at least one year from the date of his appointment. An officer will not be nominated a member of a court martial, even if qualified to sit, until his

Digitized by Google

C.O. deems him competent to perform so important a duty, nor, when it can be avoided, unless he has previously attended as supernumerary at least ten times. (*See* para. **2335** as to the record to be kept of attendances.)

1241. Convening Order.—1. The president of a court martial must be named in the order (Form 847) for the assembly of the court. The members and the waiting members may be mentioned by name, or the number and ranks and the units from which they are to be drawn may alone be named. Where members are detailed not by name, but by rank and unit, an officer detailed from the named unit must be of the rank specified in the convening order.

2. When the composition of a court martial differs from the normal in respect of either the description or the rank of the officers ordered to form the court, or on account of the suspension of the operation of a rule, the prescribed form of the order convening the court must be strictly followed, as the legality of the trial may depend on the correct wording of the order.

3. It is essential that the convening order should be free from alterations or erasures as regards the portion relating to the officers named and detailed to compose the court. Where alterations in the composition of the court are necessary at any time after the order has been prepared, this document will be withdrawn and a new order will be substituted. This procedure is not necessary when a waiting member is directed to serve on a court martial.

1242. Attendance of Witnesses.—1. When an officer or an airman is required as a witness before a court martial and is not serving at the station at which the court is to be held, application for his attendance will be made to the C.O. under whom the witness is serving and the probable date and time of the assembly of the court will be stated in such application. At home if a witness is required from the R.N., R.M. or Army, application will be made to the appropriate commanding officer.

1A. When a witness is required at a court martial for the purpose of giving evidence as to meteorological conditions, application should be made to the Director of the Meteorological Office, Air Ministry, or in commands abroad to the Senior Meteorological Officer, who will arrange for the attendance of a suitable representative and, where necessary, authorise the production of any documents that may be required in support of such evidence.

2. Except as provided in clause 1A, a civilian required to attend a court martial must be summoned by means of the form prescribed in the second appendix to the Rules of Procedure. (*See* Chapter XXXVII, Section VIII, as to the payment of travelling allowances and expenses to civilian witnesses.) When it is necessary to subpœna R.A.F. agents, at least four clear days' notice must be given in order to ensure the attendance of a representative of the agents concerned.

1243. Hours of Sitting.—The hours during which courts martial are ordinarily to sit at the various stations abroad will be regulated by the air or other officer commanding. At home, a court may be assembled at any convenient hour between 0600 and 1800 hours, normally between 0900 and 1700 hours. A court martial should not ordinarily be required to sit for more than six, or at most eight, hours during one day. (*See also* para. **825.**)

1244. Venue of Court.—A court martial will normally be held at the place where the accused is, but the convening officer may cause the

Digitized by Google

court to be convened at any other place which he considers to be more convenient. No change of place will be made, however, when it appears that the accused is likely to be prejudiced in his defence by such change. The trial may be held at a station belonging to another command or group with the permission of the air or other officer commanding that command or group, and provided that the accused remains under the command of the convening officer.

1245. Selection of Prosecutor.—1. The C.O. of the accused will state in the application for trial (Form 116) the name of the officer who will act as prosecutor. The selection of the prosecutor will be subject to the approval of the convening officer.

2. In a difficult case or where an accused is represented by civilian counsel, a legal officer from the air force department of the Judge Advocate General may be appointed to act as prosecutor.

1246. Duties of Prosecutor.—It is the duty of a prosecutor to bring all the facts fully before a court in evidence, and to take care, especially when the accused is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the accused. Drunkenness not proved to amount to actual insanity is no defence where the charge is proved, but if the charges against an airman do not allege drunkenness, and he was drunk at the time he committed an offence with which he is charged, the prosecutor should bring out this fact in evidence.

1247. Employment of Counsel.—1. At home, counsel will not be engaged to appear on behalf of a prosecutor unless Air Council sanction to do so has been obtained. An air or other officer commanding abroad may, if necessary, engage counsel, but the fact of his having done so will be reported forthwith to the Air Ministry. The assistance of counsel at courts martial should be applied for only in exceptionally difficult or complicated cases, and should be very rarely necessary for purely air force offences.

2. At home, when an application is submitted to the Air Ministry for permission to engage counsel to appear on behalf of a prosecutor, the hour, date and place of assembly fixed for the court martial, with the name of the officer who will act as prosecutor will be stated, and a copy of the approved charges and of the summary of evidence will accompany the application, together with a statement setting out the reasons for considering the employment of counsel necessary. At the same time that the application is sent to the Air Ministry, a copy thereof will be sent direct—

(*a*) in England and Wales—to the Treasury Solicitor, London, S.W.1; and

(*b*) in Scotland—to the Crown Solicitor in Edinburgh,

in order that provisional arrangements for the employment of counsel may be made. If any alteration is subsequently made in the charges, a copy of the amended charges will be forwarded at once to the Air Ministry.

1248. Medical Examination of Accused.—An accused person for trial will be examined in respect of fitness for trial by a medical officer on the morning of each day on which the court is ordered to sit, and a C.O. is responsible that no accused person is brought before a court martial if, in the opinion of the medical officer, he is unfit to undergo his trial.

1249. Custody of Accused during Trial.—An accused person brought before a court martial will, if he is an officer, warrant officer, or N.C.O., be

Digitized by Google

attended by an officer or N.C.O. having him in custody, or, if of lower rank, by an escort. The officer or N.C.O. in charge will be responsible for the safe conduct of the accused, but will obey the directions of the court while the accused is in court. An accused person will not be handcuffed unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.

1250. Production of Documents to a Court.—1. When an original document is furnished to the prosecutor to be produced in evidence before a court martial it will, as a rule, be annexed to the proceedings unless it is urgently required for other purposes, when it will be sufficient to attach a certified true copy. In the case of an extract from an officer's record of service and the record of the declaration of a court of inquiry into the illegal absence of an airman (as to which *see* paras. **2334** and **2101** respectively) A.M. Form 731 or Form 115, duly certified, should be produced to the court and attached to the proceedings. Documents, the actual appearance of which is material to the case (e.g. alleged forgeries), will always be attached in original.

2. In producing before a court an officer's record of service as provided by the Air Ministry under para. **2334**, it will not be necessary as a general rule for an official to attend to bear witness to such record. It may, however, be necessary for an officer to be called to identify the accused with the record, and also, at a court martial abroad, to testify to additions made to the record in respect of the officer's service abroad.

3. Where it is necessary to prove that an airman was a defaulter at the time of the commission of an offence for which he is to be tried by court martial, a certified true copy of the record of the punishment awarded, so far as it consists of confinement to camp, taken from the guard report (Form 160) or the offence report (Form 281) as appropriate, will be produced in evidence before the court by a witness on oath and will be attached to the proceedings. The copy of the record will be prepared in the following form:—

"Copy of a record in the guard report (Form 160) (or offence report (Form 281)) of the.....dated..... showing the punishment awarded on that date to the undermentioned airman:—

Unit.	Rank and Official No.	Name.	Punishment awarded.	By whom awarded.

(Signed) .....
Commanding .....
Certified true copy.
.....(Signature)
Commanding ....."
(or adjutant)

Digitized by Google

4. If Form 1618 (descriptive return of a deserter or absentee without leave) is lost before the offender is brought to trial, the police who were responsible for the airman's arrest should be communicated with and requested to obtain, from the magistrate who signed the lost Form 1618, another form signed by him. A Form 1618 so signed by the magistrate may properly be produced as evidence at the trial. The attendance of the police to give evidence of arrest will only be necessary if it is found impossible to obtain a second descriptive return. If Form 1617 (certificate of surrender to the civil police of a deserter or absentee without leave) is lost, action will be similarly taken to obtain another copy of the form signed by the police officer in charge of the police station to which the deserter or absentee was brought (*see* para. 1162).

5. When Form 1617 or Form 1618 or a certificate of surrender is produced in evidence, any statement in the nature of evidence therein not specially referring to the fact, date and place of surrender should be pasted over in the original and omitted from any copy.

6. In charges relating to offences against enlistment, when inquiry has been made on Form 123 (*see* para. 1165), this document will, if not handed in by the prosecutor in ordinary course, be attached to the summary of evidence. Trial should not be unduly delayed if difficulty occurs in procuring documents, in relation to any previous service, which can be dispensed with.

1251. Certification of Copies of Record in Service Books.—1. A copy of any record in a service book, in order to be admissible under Section 163 (1) (*h*), Air Force Act, as evidence before either a civil court, or a court martial, must be certified to be a true copy by the officer having the custody of such book. It is not sufficient that such certificate should be signed by an officer for the officer having charge of such book.

2. When, therefore, application is made to an officer in charge of records for a certified copy of an entry in one of the service books in his custody for the purpose of production at a court martial, the purpose for which it is required must always be stated.

3. Upon receiving such an application, the certified true copy will be signed by the officer in charge of the record himself or, if he is absent on leave or for any other reason, it will be signed by the officer who is temporarily in charge, in his capacity as officer in charge of the records, and not for the latter.

1252. Evidence as to Character.—When an airman is to be tried by court martial, the particulars of his character and, subject to para. 2153, of former convictions, will be obtained and inserted on Form 296, both for the information of the convening officer and for the purpose of being given in evidence before the court.

1253. Field General Courts Martial.—1. An air or other officer commanding abroad may authorise an officer in command of a detachment or portion of the air force abroad, when not on active service, to convene, subject to clause 3, a field general court martial for the trial of a charge alleging an offence committed by any person subject to the Air Force Act, under the latter officer's command, against the property or person of any inhabitant of, or resident in, the country abroad.

2. An officer in immediate command of a body of the air force on

Digitized by Google

active service, or the C.O. of a unit or portion of a unit on active service may, subject to clause 3, convene a field general court martial for the trial of a charge against a person subject to the Air Force Act. This provision extends to the O.C. R.A.F. on board one of H.M. transports when the forces on board are on active service.

3. A field general court martial should never be convened unless it is impracticable, having regard to the interests of discipline and of the service—

(*a*) to try the offender by general court martial; or

(*b*) if the convening officer is below the rank of squadron leader and not a C.O., to delay trial for the purpose of making reference to a superior officer. A field general court martial should not, as a rule, be convened under clause 1 for the trial of an offence committed in any place where ordinary civil justice is administered.

4. The procedure for, and instructions governing, field general courts martial are contained in Section 49, Air Force Act, and R.P. 105 to 123.

1254. Accommodation of Officers serving on Courts Martial.—The president or members of a court martial who are not stationed at the place where the court martial is held are exempted from occupying public quarters at that station. This will not apply, save in very exceptional cases, where the court is held elsewhere than at the accused's station.

1255. Verbatim Reports.—1. The preparation of verbatim reports will not be undertaken save with the prior authority of the Judge Advocate General.

2. When a verbatim report is required of a court martial to be held in the United Kingdom, application will be made in the first instance to the Officer i/c Records for the services of an airman shorthand writer. A civilian professional shorthand writer will be employed only when a service shorthand writer from the Record Office cannot be made available. An airman shorthand writer, other than one borne on the establishment of the Record Office for the purpose, will not be employed on this duty unless the convening officer is satisfied that he is fully competent.

3. An original and one carbon copy of the proceedings will be prepared, care being taken to ensure that both copies are fully legible.

4. *See* para. **857** as to the terms of employment of, and disposal of claims by, civilian professional shorthand writers.

Section II.—Summary of Evidence and Charges.

1260. Summary of Evidence to be Taken.—1. As soon as it appears probable that it will be necessary for an accused person to be remanded for trial by court martial, the C.O. will proceed to have the evidence for and against the accused reduced to writing in accordance with the Rules of Procedure. If the C.O. does not himself conduct the proceeding he will be careful to ensure that the officer whom he details for the duty is one who is unlikely to be called as a witness.

2. After considering the summary of evidence a C.O. may, if he thinks that the trial of the accused by court martial is not justified, re-hear the case and dispose of it summarily, provided it is within his competence to do so.

Digitized by Google

1261. Accused to be given Summary of Evidence and Charge Sheet.—A copy of the summary of evidence and of the charge sheet must be given to an accused person, and, if necessary, explained to him, not less than 24 hours previous to his arraignment before a court martial. (*See* para. **1238** as to friend of the accused.)

1262. White Flag.—An officer or airman who, when in the presence of the enemy, displays a white flag or other symbol, in anticipation or in token of surrender will be tried by general court martial. Where the evidence is not sufficient to justify a charge under Section 4 or 5, Air Force Act, the charge will be laid under Section 40.

1263. Crime of Theft.—Theft from a comrade should, unless there are peculiarly complicated circumstances, be dealt with by court martial in preference to trial by the civil power: the charge will be framed under Section 18 (4), Air Force Act. When there is no evidence of theft, and an airman is charged with improper possession of a comrade's property, the charge will be laid under Section 40.

1264. Deficiency in Money—Fraud or Negligence.—When an officer or airman is unable to account satisfactorily for public money entrusted to him, and it is proposed to try him by court martial for an offence involving fraud, under Section 17 or 18, Air Force Act, then, if there is any reasonable ground for believing that the deficiency may have been the result of negligence only, an alternative charge under Section 40, Air Force Act, should be added to the charge sheet, the particulars of which should contain the allegation that he so negligently performed his duties as to cause a loss to the public of the sum unaccounted for. (*See* para. **1230** as to submitting the charge sheet and summary of evidence to the Judge Advocate General.)

1265. Sentries.—In framing charges against airmen employed as watchmen or gate keepers or in similar capacities, it will be borne in mind that the sections of the Air Force Act referring to sentries apply only to airmen who are regularly posted and relieved in accordance with the provisions of these regulations relating to sentries. If, however, an airman is regularly posted and relieved, the mere fact that he is posted without arms does not prevent him from being regarded as a sentry.

1266. Minor Offences may be Dropped.—When an airman is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made in para. **1152** for simple drunkenness. As a rule a charge should not be brought to trial in addition to a serious charge if it would not otherwise have been tried by court martial.

1267. Charges under Section 24, Air Force Act.—1. In framing charges under Section 24, Air Force Act, if there is no evidence of some positive act of pawning or selling arms, equipment, clothing, &c., a charge of "making away with" should not be preferred; the offence in such circumstances should be charged as one of "losing by neglect" under subsection (2) of that section.

Digitized by Google

2. The value of any article of public property (e.g. arms, accoutrements, public clothing, &c.) in respect of which it is desired to sentence the offender to stoppages should be recorded in the "particulars" and proved in evidence as directed in para. **1270.**

3. It is unnecessary (under peace conditions) to set forth the values of necessaries and personal clothing the property of the airman, the specification of which is required only to acquaint the airman with the particular articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiencies of necessaries and personal clothing, except as provided in para. **2560,** will be made good by the airman as a matter of account between him and his C.O. (subject to his right of complaint under Section 43, Air Force Act).

1268. Fraudulent or Improper Enlistment.—1. When an airman is to be tried by court martial for an offence under Section 13, Air Force Act (*see* paras. **1165** and **1168**), and the evidence appears to disclose that by committing such offence he has obtained a free kit of necessaries to which he was not entitled, the words "thereby obtaining a free kit of necessaries, value....." should be added to the particulars of the charge, the value being assessed under the provisions of para. **1270,** clause 2. If the airman is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, should invariably award a sentence of stoppages for the value thereof as stated in the charge.

2. When an airman who has improperly enlisted into the R.A.F. while belonging to the R.A.F. Reserve, is tried by court martial on a charge of making a false answer on attestation within three months of the date of his improper enlistment, but not otherwise, the words "and by his enlistment obtained a free kit of necessaries, value....." will be added to the particulars of the charge and (unless the accused pleads "guilty") proved in evidence, in order to enable the court to sentence him to stoppages for the value of the kit as stated therein. If the airman is relegated to the reserve after conviction by court martial, the stoppages will be enforced, but if he is held to serve on his last attestation, the sentence of stoppages will be remitted. If the airman is relegated to the reserve without trial within three months of the date of his improper enlistment from the R.A.F. Reserve, he will be required to make good the value of the free kit of necessaries. (For full details as to clothing and necessaries, *see* paras. **2553** to **2557.**)

3. If it is desired to place an airman who has fraudulently enlisted under stoppages of pay in respect of a deficiency in his public clothing or his equipment, a charge must be laid under Section 24 (2), Air Force Act (*see* paras. **1267** and **1270**). If his trial for fraudulent enlistment is dispensed with by the competent air force authority, a charge under Section 24 (2) may nevertheless be laid against him, and disposed of by his C.O., or, if he elects to be tried by court martial, by the court. The value of the public clothing or his equipment of which he is deficient, will be reckoned in accordance with the provisions of A.Ps. 830 and 1086.

1269. Public Clothing, &c., Lost on Desertion.—An airman who rejoins from desertion and is tried by court martial for that offence will not be charged with the value of public clothing, &c., lost on

Digitized by Google

desertion, unless he is sentenced by court martial on a charge under Section 24 (2), Air Force Act, so to be charged (but *see* para. **1267**). If his trial on a charge of desertion is dispensed with by the competent air force authority under para. **1168**, a charge of losing, by neglect, his public clothing may nevertheless be laid against him, and disposed of by his C.O., or, if he elects trial by court martial, by the court. (*See* paras. **2558 to 2560.**)

1270. Recording Values in Charges.—1. When a charge is being laid in respect of any offence which has occasioned any expense, loss, damage, or destruction, for which it is expedient to award the payment of compensation under Section 137 (2) or 138 (3) and (4), Air Force Act, the following points will be observed:—

(*a*) Where it is intended to prove any facts in respect of which the payment of compensation can be awarded as a consequence of the offence charged, the "particulars" should state those facts, and evidence must be given by the prosecution to show the amount which ought to be deducted from the pay of the accused.

(*b*) There must be added at the end of the "particulars" a statement of any expense, loss or damage, in respect of which the court will be asked to award the payment of compensation.

2. For the purpose of the trial, values will be assessed and evidence taken as follows:—

(*a*) When an article which has an official value has been lost or rendered unserviceable, a witness is required who can prove the value (inclusive of authorised departmental expenses) of the article at the date of loss, upon a basis of its age and/or condition and by reference to the regulations for fixing the value of the article at that age or in that condition. This value will be included in the particulars of the charge.

(*b*) When the article has not an official value, competent evidence is required to prove the approximate value, which will be included in the particulars.

(*c*) When an article has been damaged but not rendered unserviceable, competent evidence is required to prove the pecuniary amount of the damage, which will be either the cost of repairing it, if it can be repaired, or the loss of value caused by the act of the accused, if it cannot be repaired, or the cost of repair plus any ultimate loss of value due to the act of the accused. (*See* para. **1332**, clause 4, as to assessing cost of repair.)

(*d*) In a case of absence or desertion, the deficiencies to be alleged in a charge before a court martial under Section 24 (2), Air Force Act, are those ascertained when the airman rejoins, not necessarily those found on the commencement of the absence or by a court of inquiry.

3. If, after a sentence of stoppages of pay has been awarded, it is found that they are in excess of the actual sum required to make good the expense, loss, damage, or destruction, regard must be had to proviso (*b*) of Section 138, Air Force Act, and the matter will be referred to the authority having power to deal with the award. (*See also* para. **2420**, clause 5.)

Digitized by Google

SECTION III.—AWARD OF SENTENCES AND DISPOSAL OF PROCEEDINGS.

1280. Consideration of Sentences by Courts.—1. When passing sentence, a court martial will have regard not only to the nature and degree of the offence and the previous character of the accused, as proved by evidence, but also to the nature and amount of any consequences which, under regulations, are involved in their finding, or entailed by their sentence, in addition to the punishment it awards. The court will also consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence.

2. Where it is proved after conviction that attention has been called in local orders to the unusual prevalence of the offence of which the accused has been found guilty, the court will pay regard to the fact that such warning has been issued.

3. Sentences must necessarily vary according to the requirements of discipline, but in ordinary circumstances, and for a first offence, a sentence should be light.

4. Care must be taken to discriminate between offences due to youth, temper, sudden temptation, or unaccustomed surroundings, and those due to premeditated misconduct.

5. If an accused airman has elected to be tried by court martial instead of submitting to the jurisdiction of the C.O., his punishment should not on that ground be increased. In ordinary circumstances the court should not award a heavier sentence than that which the C.O. has power to award.

6. In awarding imprisonment or detention the court will keep in view the locality and climate in which the accused will have to undergo his sentence.

7. Imprisonment should, as a rule, be reserved for offenders convicted of serious offences, or of grave air force offences, which, in the opinion of the court, render their discharge advisable. If the nature of an airman's offence does not warrant discharge, detention, rather than imprisonment, should, as a rule, be awarded.

8. An airman who is convicted by a court martial of an offence under Section 17, 18 (4) or (5) or 41, Air Force Act, ought, unless, in the opinion of the court, there are special reasons to the contrary, to be sentenced to imprisonment.

9. The addition of "discharge with ignominy" to a sentence of imprisonment is advisable for a persistent offender, or for an offence coming under (*c*), (*d*) or (*e*) of para. **1281.** It is not, however, necessary that "discharge with ignominy" should be added to imprisonment solely because the court considers that the airman should not be retained in the service.

10. When an offender is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.

11. The sentence of forfeiture of ordinary pay (except on active service) will be awarded only to an aircraft apprentice, an apprentice clerk or a boy entrant. This punishment is applicable whether the offender has or has not attained the age of eighteen years provided that he has not been remustered on "passing out" on the expiration of his training.

1281. Imprisonment and Detention—Guide as to Award of.—The following table, relating to the award of imprisonment and detention,

Digitized by Google

is intended for the guidance of courts martial, but nothing contained therein must be construed as limiting the discretion of the court to pass any legal sentence, whether in accordance with this table or not, if in their opinion there is good reason‡ for doing so:—

Offence.	Punishments.		Remarks.
	Detention.	Imprisonment.	
	Period.	Period.	
(a) In the absence of a previous conviction or of aggravating circumstances or of antecedents appearing to require a severe lesson, or of an unusual prevalence* in the unit of the species of offence forming the subject of the charge. First desertion within first six months' service, and when not under orders for embarkation. Leaving guard or post. Offences of sentries. Insubordinate or threatening language. Disobedience, not of a grave nature. Resisting escort, not involving an attempt at serious injury. Breaking out of camp. Neglect of orders. Absence. Failing to appear at parade. Being out of bounds. Drunkenness. Release of person or allowing person to escape (not wilfully). Escaping from custody. Loss of kit, &c. Irregularity or omission in regard to returns (not fraudulent). Minor contempt of court martial. False answer on attestation. Conduct to prejudice, &c. (not of a serious nature).	Not exceeding 28 days.	—	An addition of from 7 to 28 days' detention may appropriately be made for each previous conviction, whether for a similar or any other offence, or any circumstances that aggravate the offence.†

* Where an offence is unusually prevalent in a district or station attention should be drawn to the fact periodically in local orders and not by special direction to courts martial.

† Absence or failing to appear at parade, which involves the avoidance of embarkation, will be held to aggravate such offence.

‡ That an offence was committed on active service may be a good reason for passing a sentence greater than that indicated in the table.

Digitized by Google

Offence.	Punishments.		Remarks.
	Detention.	Imprisonment.	
	Period.	Period.	
(b) Striking a superior officer. Disobeying a lawful command (graver offences). Desertion other than under (a). Fraudulent enlistment. False evidence. False accusations. Conduct to prejudice, &c. (of a more serious nature than under (a)).	Not exceeding 112 days.	—	If the offence has been repeated, or attended by circumstances which add to its gravity, a sentence should be proportionately increased.
(c) Ordinary thefts Frauds. First offences under Section 41, Air Force Act.	—	Not exceeding 112 days.	If the offence has been repeated or attended by circumstances which add to its gravity, a sentence of from 113 days' to six months' imprisonment should suffice. If repeated three or more times, a sentence of imprisonment for one year and upwards should suffice.
(d) An offence under Section 32, Air Force Act.	—	Not exceeding six months.	If repeated, a sentence of imprisonment for one year and upwards should suffice.
(e) Gross violence to superiors. Disgraceful conduct under Section 18 (5), Air Force Act.	—	One year and upwards.	

1282. Imprisonment and Detention—Limitation of Sentence.—When a court martial passes sentence on an airman already under sentence of imprisonment or detention, or on an airman tried at the expiration of a term of imprisonment or detention for an offence committed or discovered during its continuance, regard must be had to the provisions of Section 68, Air Force Act, and to para. **1198.** If the offence is so serious as to require a more severe punishment than can be inflicted under this rule, penal servitude, when applicable, should be awarded in lieu of imprisonment but a district court martial can never award penal servitude.

Digitized by Google

1283. Imprisonment and Detention—How awarded.—A court martial, in framing sentences of imprisonment or detention, will observe the following rules:—

(*a*) Terms of imprisonment or detention not amounting to six months will be awarded in days; a court martial sentence will never be awarded in hours.

(*b*) Terms of imprisonment or detention of one year or two years will be awarded in years.

(*c*) Other terms of imprisonment or detention will be awarded in months, or, if required, in months and days.

1284. Imprisonment and Detention Abroad.—When, for special reasons, the convening officer is of opinion that an airman under trial abroad should not be sent home to undergo a sentence of imprisonment or detention, he will inform the prosecutor accordingly. If the finding is one of "Guilty," the prosecutor will, after the finding, inform the court that he is instructed to draw their attention to their discretion under Section 64 (4) (*a*) (ii), Air Force Act, and that the case before the court is considered to be one in which a special order might be made. A confirming officer will also observe his powers under Section 64 (4), Air Force Act, in this respect.

1285. Sentence of Death.—When a court, on conviction, passes a sentence of death upon any officer or airman, the president at the conclusion of the trial will fill up and sign Form 3996 and cause it to be transmitted forthwith under sealed cover to the accused. The president will attach to the proceedings a certificate signed by himself and dated, stating that Form 3996 has been duly completed, signed and transmitted under sealed cover to the accused.

1286. Penal Deductions.—1. A court martial dealing with charges involving loss of public or service money or goods will be careful, when passing sentence, to take into consideration the provisions of Section 137 or 138 of the Air Force Act, in regard to penal deductions even in sentences of cashiering, dismissal or discharge with ignominy as there is often due to offenders so sentenced pay which could be forfeited by sentence of the court.

2. A court martial, in passing sentence, will not award stoppages in respect of articles of an airman's personal clothing and necessaries, except—

(*a*) as provided in para. **1268**; and

(*b*) for an offence under Section 24, Air Force Act (*see* para. **1267**); and

(*c*) where an airman elects to be tried by court martial instead of submitting to the award of his C.O. in respect of charges for replacements of personal clothing and necessaries.

1287. Confirming Officer to regulate Punishment.—1. It is the province of a confirming officer, by the exercise of his powers of commutation or mitigation, to regulate the amount of punishment awarded by courts martial and to ensure that the findings and sentences are legal, and that no sentence is heavier than the interests of discipline and the merits of the particular case require. In exercising his powers of commutation or mitigation, the confirming officer will be guided by the instructions contained in paras. **1280** and **1281** and in the following clauses, in order that having due regard to the airman's character, &c., no great disparity may exist between sentences awarded for similar offences.

Digitized by Google

2. When an airman is sentenced to imprisonment in accordance with para. **1280**, clause 7, the confirming officer, if he does not consider that the airman should be discharged from the service in consequence of the conviction, may commute the sentence of imprisonment to one of detention (*see also* para. **1208**).

3. When an airman has, for a purely air force offence, been sentenced to imprisonment without discharge with ignominy, the confirming officer, or other superior authority, should, except in very special circumstances, commute the sentence to one of detention (*see also* para. **1208**).

4. When a sentence of imprisonment is commuted to one of detention, the term of detention must not exceed the term of imprisonment originally awarded.

5. A sentence of detention, being lower in the scale of punishments than imprisonment, cannot be commuted into one of imprisonment.

6. Where an airman has been sentenced to imprisonment and to be discharged with ignominy, and a confirming officer, or other superior authority, commutes the imprisonment to detention, he will remit the discharge with ignominy, as such a discharge cannot accompany a sentence of detention.

1288. Restitution Orders.—1. Under Section 75, Air Force Act, when a person has been convicted by court martial of stealing, embezzling, receiving with guilty knowledge, or otherwise unlawfully obtaining property, the confirming authority or the Air Council (but not the court martial) may in certain circumstances, make a restitution order.

2. Where property, in respect of which a restitution order might be made, has been found in the possession of an offender, the president of the court martial should draw the attention of the confirming officer to the fact.

3. If the offender has been sentenced to be placed under stoppages to make good the value of the property in question, and a sum of money found upon him is appropriated under such restitution order toward reimbursement of the owner of the property, the stoppages will be reduced by the amount of the sum so appropriated.

1289. Consequential Penalties on Conviction.—When an officer or airman is convicted by court martial, the air or other officer commanding will take steps to give effect to any consequential penalties which, under these regulations, are entailed by such conviction (*see also* paras. **1290** and **1291**).

1290. Confirmation of Illegal Proceedings.—If it appears to a confirming officer that the proceedings of a court martial are illegal, or involve substantial injustice to the accused, and he has not confirmed the finding and sentence, he will withhold his confirmation; if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed and the accused to be relieved from the consequences of his trial. If he is in doubt, he may refer the proceedings for the opinion of superior authority. At home, and elsewhere when the circumstances admit of reference without undue delay, the proceedings of a court martial that have been confirmed will not be quashed without reference to the Judge Advocate General. If the proceedings can be legally sustained, and there is no substantial injustice, but an irregularity has occurred, the conviction may take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the accused.

Digitized by Google

In any case, however, where it appears to a reviewing authority after confirmation that a finding of a court martial is invalid or cannot be supported by the evidence but that the case is an appropriate one for the substitution of a new or special finding under R.P. 53A, he will with all possible despatch transmit the proceedings, together with his recommendations both as regards finding and sentence, to the Judge Advocate General for submission to His Majesty by the Secretary of State or to the Air Council. The same rule will apply when the proceedings of a court martial, after confirmation, come under the review of any other authority competent to deal with them.

1291. Effect of Remission of Entire Sentence.—Except as provided in para. **1290,** when an accused person has been tried and sentenced by court martial and the proceedings have been confirmed but the sentence has been wholly remitted, the remission does not extend to any penalty or forfeiture consequent on the conviction.

1292. Remarks on the Proceedings.—1. A confirming authority, when the proceedings require confirmation, may confirm or refuse confirmation, or may send back the findings and sentence, or either of them, for revision once, but not more than once, and where the finding only is sent back for revision, the court have power, without any direction, to revise the sentence also.

2. When the confirming authority finds it necessary to comment upon the proceedings of a court, whether original or revised, his remarks will be separate from and form no part of the proceedings. They will be communicated in a separate minute to the members of the court, or exceptionally, where in the interests of discipline a more public instruction is required, they will be made known in the orders of the command. Except as permitted in clause 3, he will never comment upon the finding of "not guilty," or upon the inadequacy of a sentence, and great care will be taken not to interfere with the discretion with which the court is vested in the exercise of its judicial functions.

3. If the confirming authority, or the officer who would have confirmed the finding and sentence of the court if the trial had resulted in a conviction, thinks it necessary to remark upon the inadequacy of a sentence or upon a finding of "not guilty," he will not annex his observations to the proceedings, but will embody them in a letter for the information of the Air Council, or, if abroad, the air or other officer commanding, who will give such orders as may be necessary.

1293. Evidence revealing Facts requiring Investigation—Action.—1. Where statements made by an accused in mitigation of punishment reveal facts which might influence confirming officers in determining the proper sentence, or contain matter which might call for disciplinary action, investigation into the truth or otherwise of such statements should be made by the confirming officer, if practicable, prior to confirmation.

2. If such inquiry is likely to cause substantial delay in confirmation, confirming officers may confirm the proceedings forthwith, and make investigation with a view to subsequent reconsideration. They will use their own discretion as to whether they will retain the proceedings or will forward them at once to the Judge Advocate General. In the latter case the outcome of the investigation will be communicated to the Judge Advocate General subsequently.

Digitized by Google

1294. Petition against Finding or Sentence.—Any officer or airman who considers himself aggrieved by the finding or sentence of a court martial may forward a petition to the confirming authority before confirmation or any reviewing authority after confirmation through the usual channels. At home, if such petition raises any question of law, it should be referred to the Judge Advocate General.

1295. Disposal of Accused pending Promulgation.—1. As soon as the proceedings of a court martial have been received by an officer having power to confirm them, that officer may, and in ordinary circumstances should, at once order the release (without prejudice) of the accused, if the sentence awarded by the court is lower in the scale of punishments, as set out in Section 44 of the Air Force Act, than, for an officer, dismissal from His Majesty's service, or, for an airman, discharge with ignominy.

2. Where the sentence awards, or includes an award of, forfeiture of seniority of rank, or reduction to a lower rank, or reduction to the ranks, instructions should be given at the same time that the accused is not, unless the exigencies of the service demand it, to be placed on any duty whatsoever until after the promulgation of the proceedings; the accused may, in the interests of discipline, be placed in open arrest instead of being released from arrest.

3. When an officer has been sentenced to be dismissed from His Majesty's service or to be cashiered, the convening officer may, if in his opinion the circumstances warrant it, order that the officer be released into open arrest pending promulgation of the sentence. The officer should not, however, be called upon to perform any air force duty. An officer who has been sentenced to undergo a term of penal servitude or imprisonment will invariably be retained in close arrest.

1296. Mode of Promulgation of Proceedings.—1. Where there has been a conviction by court martial on all the charges or on one or more of them, the proceedings of the court, including the charges, finding, sentence, recommendation to mercy (if any) and confirmation or withholding of confirmation, will invariably be promulgated by communication to the accused. Promulgation by the reading out of the particulars detailed above on parade will take place only when the confirming authority specially directs that the promulgation shall take place in that manner.

2. The date of promulgation will be recorded on the proceedings.

3. The result of every court martial on an officer will be published in the daily routine orders of all formations in the orders of which notice of the convening of the court appeared. The result of a court martial on an airman will be published in the daily routine orders of the airman's unit; it will also be included in the casualty form (Form 739) of the unit, if required under para. 867.

4. If, subsequent to conviction, but before promulgation can be effected, an accused absents himself, and a declaration by a court of inquiry under Section 72 of the Air Force Act is made in respect thereof, or in the case of an officer if the C.O. furnishes a certificate (to be annexed to the court martial proceedings) that the accused has been absent without leave for a period of 21 clear days, the proceedings of the court martial may be promulgated by the publication of the foregoing particulars in the daily routine orders of the unit. They will, however, forthwith be communicated to the accused on his apprehension (if liable for further service) or surrender.

Digitized by Google

1297. Disposal of Proceedings of Courts Martial.—1. When a general court martial is held at home, the proceedings will be transmitted by the judge advocate direct to the officer who convened the court, and the latter will forward them through the usual channels, together with his recommendation and remarks, to the Judge Advocate General. If the sentence awarded is one which requires to be confirmed by H.M. the King, the Judge Advocate General will transmit the proceedings to the Secretary of State for Air for confirmation by His Majesty. If the sentence awarded is one which does not require confirmation by His Majesty, the Judge Advocate General will, after review, return the proceedings to the convening officer for confirmation or such action as may be necessary, and after completion, the confirming officer will forward the proceedings to the Air Ministry.

2. If a general court martial is held abroad, the proceedings will be forwarded to the officer having the power to confirm the findings and sentences of general courts martial, who, if from any cause he has no power to confirm the finding and sentence of that particular court martial, will forward the proceedings to the Judge Advocate General for transmission to the Secretary of State for Air for confirmation by His Majesty. The proceedings of a general court martial confirmed abroad will be transmitted to the Judge Advocate General as soon as possible after promulgation.

3. The proceedings of a district court martial will be forwarded by the president, or judge advocate (if any), to the convening officer, who, if he is not also the confirming officer, will transmit them to that officer. After confirmation the proceedings will be forwarded to the C.O. of the offender's unit, who, after promulgation, will return them to the convening officer, by whom any necessary communication respecting them will be made to the president and judge advocate (if any) for their information. The confirming officer will then transmit the proceedings, through the air or other officer commanding, to the Judge Advocate General without delay.

4. The proceedings of any court martial which have not resulted in a conviction, or which for any reason have not been confirmed, will be sent to the Judge Advocate General.

5. In forwarding proceedings which disclose any matters which appear to require investigation, such as allegations as to irregularities or statements as to the mental condition (or fitness for service) of the accused, made either in mitigation of punishment or in the recommendation of the court, or other wise, the covering letter will state that steps are being taken, or have been taken, to inquire into the matters in question. (*See also* para. **1293.**)

6. If the proceedings of a court martial have not been forwarded to the Judge Advocate General within one month from the date of confirmation, a special report of the cause of delay will be made.

7. The proceedings of a court martial, whether transmitted before or after promulgation, will be accompanied by a letter specifying the nature of the contents, and will be sent by registered post. All papers in reference to a general court martial will be marked "Confidential."

8. When a general court martial is held at home upon naval or military personnel attached, lent or seconded to the R.A.F., and the sentence does not require confirmation by His Majesty, the convening officer will forward the proceedings with his recommendations and remarks to the Judge Advocate General who will transmit them with his advice to the naval or military authority having power to confirm them, in accordance with Section 179A, Air Force Act.

Digitized by Google

CHAPTER XVII.

COURTS OF INQUIRY, BOARDS AND COMMITTEES.

SECTION I.—COURTS OF INQUIRY.

1310. Assembling of Courts of Inquiry.—The Air Council, or an officer commanding any body of the R.A.F., may assemble a court of inquiry for the investigation of any matter on which it may be expedient for them, or him, to be thoroughly informed.

1311. Composition of a Court.—1. If an officer, requiring to assemble a court of inquiry, is unable to provide for the constitution of the court in accordance with this para, he will refer the matter to higher authority.

2. The assembling authority will detail an officer by name to act as president and one or more officers junior to him or warrant officers (*see* clause 6) as members.

3. The rank of the president should not normally be below that of flight lieutenant, and, where the court is directed to express an opinion which may bear upon the conduct, character, or professional reputation of an officer, the president must not be junior in rank or seniority to that officer. Where, however, a court is assembled to investigate a fatal flying accident, the president will be of the rank of wing commander, provided the services of an officer of that rank can be made available without undue delay.

4. The personnel detailed to constitute the court should have no direct or indirect interest in the subject matter of the investigation, and where the investigation may involve technical or professional knowledge or skill of any description, e.g. stores, accounts, works services, &c., at least one officer, warrant officer, or official having appropriate qualifications will be included on the court either as a member or in attendance.

5. If a court is to investigate losses, deficiencies, or damages connected with medical, surgical or dental stores, foodstuffs or barrack equipment on the charge of a medical officer, an officer of the medical branch will invariably be detailed by the competent medical authority for appointment as a member of the court.

6. The assembling authority will exercise his discretion as to when a warrant officer can with advantage be detailed to act as a member of a court. A warrant officer will not be appointed on a court the main business of which is to report on the conduct, character, or professional reputation of a commissioned officer, nor will he be detailed as a member of a court of inquiry assembled to deal with a returned prisoner of war.

7. *See* para. **102** as regards legal assistance.

1312. Terms of Reference and Orders for a Court.—1. An assembling authority will furnish the court with terms of reference, stating in detail the character of the investigation required, and prescribing the nature of any report to be made in the findings. For an example of terms of reference, *see* para. **1334** as regards the inquiry into a fire. If the inquiry is ordered for the purpose of investigating any loss, damage, destruction

Digitized by Google

or deficiency, the court will (unless expressly instructed otherwise) be directed to determine, as far as it is able, the responsibility of any persons involved in the matter (but *see* para. **1318**).

2. A court may be instructed to collect evidence, to ascertain damages, losses or deficiencies, to report its conclusions of fact, to make recommendations, or to allocate responsibility; but unless the assembling authority specially instructs the court to do so, as in the case of returned prisoners of war (*see* R.P.125A (D)), it will not express an opinion on the conduct of any officer or airman.

3. If it is desired that the evidence shall be taken on oath, the court must be so instructed by the assembling authority. Evidence taken at a court of inquiry held under para. **1323** or **1324** will invariably be on oath.

4. The members of the court will not be sworn (but *see* R.P.125A (E) as to courts of inquiry on prisoners of war). If, however, it should become necessary for a member of the court to give evidence before a court at which evidence is being given on oath, he must, when giving his evidence, be sworn as a witness.

1313. Court cannot admit Liability.—A court of inquiry, or any member thereof, must not make any admission of liability in respect of any matter being investigated by it, or give any undertaking to satisfy any claim, or to initiate or defend any legal proceedings, or negotiate or accept any settlement of any claim made by or on behalf of, or against, the R.A.F. or any unit or member thereof.

1314. Assembly of a Court.—1. The date, time and place of assembly of a court of inquiry will be notified to all persons concerned or directed to be in attendance (*see also* para. **1326**, clause 5). Notice to persons who are not subject to the Air Force Act will be given in writing, and a copy of the notice will be annexed to the proceedings.

2. The assembly of a court will be arranged so as to interfere as little as possible with the ordinary duties of officers and airmen. Where a court is to be held at a hospital, the C.O. thereof will be consulted as to the assembly of the court.

3. A court may adjourn from time to time and from place to place as may be found convenient, due notice of the date, time, and place of re-assembly being given to those concerned.

1315. Attendance of Witnesses.—1. The president will as far as possible, obtain details beforehand of the witnesses whose evidence appears to be necessary, but the court shall also receive the evidence of any witness whose statements may be material to the investigation (*see* para. **1316**).

2. A court of inquiry cannot compel the attendance of civilian witnesses; if, after being invited to attend, a civilian witness declines to do so, the court will invite him to make a statement in writing.

3. Applications for the attendance of witnesses, other than those serving at the station, will be made in writing, stating the date, time, and place at which the witness will be required, and will be sent a reasonable time beforehand. Such applications will be made—

(*a*) for witnesses belonging to any branch of H.M. services, to the headquarters of the command, formation or department concerned;

Digitized by Google

(*b*) for a civilian police witness, to the officer in charge of the police station concerned or (for the Metropolitan Police) to the Commissioner of Police, New Scotland Yard; and

(*c*) for other civilian witnesses, to the witness personally, and if thought advisable, to his employer also. If there is difficulty in tracing the address of the witness the assistance of the local police should be requested.

4. *See* para. **3435** and Chapter XXXVII, Section VIII, as to the travelling expenses of witnesses.

1316. Evidence Admissible.—1. A court of inquiry, as it is not a judicial tribunal, may receive such evidence as it may think fit, whether oral or written, the sole test being that it is relevant to the issue. It is not bound to exclude evidence which would be inadmissible in a court of justice.

2. A court will always endeavour to obtain the oral evidence of a witness as to disputed facts.

3. A court will ask such questions of any witness as it may think necessary for the ascertainment of the facts or of the truth and accuracy of his evidence; but a witness cannot be ordered to answer a question where the answer might incriminate him.

4. It is the duty of a court to secure evidence and to examine it carefully with a view to—

(*a*) finding out exactly what happened, so that action may, if desirable, be taken to prevent a similar occurrence in the future;

(*b*) bringing out facts indicating negligence or lack of discipline; and

(*c*) safeguarding public property.

5. The evidence given at a court will be treated as confidential and will not be divulged by any person except as may be required by higher authority. *See* R.P. 125A (G) as to the use, in a trial, of evidence taken at a court of inquiry.

1317. Evidence—How Recorded.—1. The evidence of witnesses in examination and cross-examination will be recorded in the first person in narrative form, and not in the form of questions and answers unless the court thinks fit to record any particular question and answer.

2. The statement of a witness will be prefaced by a description of the witness by rank (or official number, rank and trade), and full name, and his employment; it will then continue with a statement of the date and circumstances in which the witness became associated with the matter under investigation.

3. A witness will sign his evidence on every page of the proceedings upon which it is recorded.

4. If in exceptional circumstances it is desired to employ a professional shorthand writer to record the evidence *verbatim*, action will be taken as laid down in para. **1255.**

1318. When Character, &c., of Person is affected—Action to be Taken.—1. A court of inquiry is not a public court, and should normally sit in

Digitized by Google

private. A witness, unless entitled under this para. to be present throughout, will be excluded except while he is himself under examination or cross-examination.

2. If it appears that the inquiry affects the character or professional reputation of an officer or airman, or that an officer or airman is to blame, full opportunity must be given to him to be present throughout the inquiry or from the time at which it appears that he may be so affected (except during private deliberations of the court), and to make any statement or give any evidence which he may wish to make or give and to cross-examine any witness whose evidence, in his opinion, affects him adversely, and to tender the evidence of any witness in his defence. Unless the evidence, etc., of officers or airmen, whose character or professional reputation is affected, is before the court, it is a difficult matter for them to come to any proper finding or to supply the assembling authority with useful information on the matter. Any such officer or airman should therefore be encouraged to be present, and take the steps indicated in this para. The fact that an officer or airman to whom this clause applies is or is not present will be recorded in the proceedings.

3. If an officer or airman serving at home (in the case of an inquiry held at home) or in the same command abroad (in the case of an inquiry held abroad), to whom clause 2 applies, has been unable for any valid reason to be present personally at or throughout the investigation, the court will by letter (or otherwise as may be found convenient) inform him of any statements appearing to require a report or explanation by him, and will receive from him in writing (or otherwise) any statement in denial, exculpation, or explanation or otherwise. Any such statements will be recorded and annexed to the proceedings of the court.

4. If after hearing the evidence the court is of opinion that blame apparently attaches to any air force personnel, serving at home (in the case of an inquiry held at home) or in the same command abroad (in the case of an inquiry abroad), the court will inform each person so affected accordingly and draw his attention to the particular evidence on which such opinion is based and will then ask him if he desires any further evidence to be taken or has any further statement to make. Any such further statement or evidence will be taken down and any new points brought to light will be fully investigated. The court will then finally consider all the facts and make its report as may be required by its terms of reference.

5. An officer or airman to whom clause 2 or 3 applies has not a right to demand that the evidence be taken on oath, or, except so far as the assembling authority or the court may permit, to be represented by a solicitor or other agent.

6. If the court finally attributes blame to any officer or airman to whom clause 2, 3 or 4 applies, the assembling authority, provided the officer or airman implicated is serving at home (in the case of an inquiry held at home) or in the same command abroad (in the case of an inquiry held abroad), will forward a copy of the proceedings to the person concerned, and obtain from him a statement (which should be attached to the proceedings) giving any reasons why he should not be found to blame.

Digitized by Google

7. When an officer or airman to whom clause 2, 3 or 4 applies is serving abroad (in the case of an inquiry held at home) or at home, or in another command abroad (in the case of an inquiry held abroad), the court will endeavour to come to its finding without receiving statements from him, making any necessary reservations in their report. The assembling authority will thereafter forward the proceedings to the A.O.C. who will, after recording his opinion, forward them to the Air Ministry.

1319. The Findings.—1. The court will in every case where it is so required (*see* para. **1312**) record its findings on the proceedings, and will be careful to ensure that such findings are supported by evidence and cover the points upon which it is required by the terms of reference, or by regulation, to report. It will note any particular point on which it is unable to record a complete finding and the reasons for the omission.

2. Courts of inquiry should endeavour in their findings to differentiate between incidents caused by error of judgment not involving disregard of orders, &c., and incidents due to disregard of orders or other causes directly within the control of the personnel involved. The court should not regard itself as debarred from making the required differentiation even if it is impossible on account of the death of the personnel involved or from any other cause to obtain evidence or a statement in defence.

3. In determining the degree of responsibility of any person for a loss, damage, &c., the court will endeavour to determine—

(*a*) whether the person was directly or indirectly to blame;

(*b*) whether the loss, damage, &c., was due to culpable negligence or to negligence or to irregularity on the part of that person.

4. The court will draw attention to any irregularity disclosed in the course of the investigation even though, in its opinion, it was not a contributing factor to the incident under investigation and is outside its terms of reference.

5. Where the court is of opinion that compensation should be paid by any person or persons deemed to be responsible, it will state the amount that it considers should be paid by such persons, but any recommendation made by it will be considered as being made without prejudice to any action that may be taken by higher authority.

6. The findings will be signed by the president and all the members of the court, but any member of the court may, if he thinks that he should do so, sign subject to any reservations which he desires to make, or may express his dissent from any finding of fact or recommendation arrived at by the other members.

1320. Preparation and Transmission of Proceedings.—1. The proceedings of a court of inquiry, except as provided in para. **1326**, clause 9, in regard to a flying accident, will be recorded on Form 2. (*See* clause 6 as to the number of copies required.)

2. The proceedings of a court of inquiry should provide a logical account, normally in chronological order, of the matter investigated, intelligible to a person unacquainted with the subject matter or with local conditions which may be common knowledge to the convening authority or to the court. For this purpose it may be advisable to attach to the proceedings means of identifying places or things.

Digitized by Google

3. The court will attach to the original proceedings all relevant documents produced to the court, including exhibits, maps, plans, sketches, copies of any standing orders shown to have been material, and correspondence relating to the investigation, and police or other reports. Copies of such exhibits will be provided for each copy of the proceedings.

4. The proceedings will usually be treated as confidential, and where a police report, which under para. **2235** is confidential, is included in the evidence they must always be so treated.

5. The proceedings will be submitted to the assembling authority, who, as may be required, will transmit them to higher authority.

6. Each transmitting authority will scrutinise the proceedings and record thereon an opinion upon the matters investigated. Proceedings submitted to the Air Ministry will be in duplicate, including the original in every case.

7. C.Os. of stations and higher authorities will transmit the proceedings of courts of inquiry with the minimum of delay, and A.Os.C. and air officers i/c administration will personally ensure that they are dealt with expeditiously by all concerned.

1321. Action when a Penal Deduction is Recommended.—1. Where a recommendation has been made on the findings of a court of inquiry or investigating officer that a penal deduction should be made under Section 137 or 138, Air Force Act, and action has not already been taken to impose a penal deduction (*see* para. **1129,** clause 4), the C.O. may investigate and dispose summarily under para. **1138** of a charge against a N.C.O., aircraftman, apprentice or boy entrant, subject to the airman's right to elect trial by court martial, provided that the offence is one which he has power to dispose of summarily without reference to superior authority (*see* para. **1129**). When an officer or warrant officer is concerned or when the C.O. has no authority or does not choose to dispose summarily of the case, he will submit the proceedings to superior authority who will decide what action is to be taken.

2. The C.O. will transmit to superior authority the proceedings of any court of inquiry or investigation into loss or damage when the gross amount of the loss or the gross assessment of the damage exceeds the financial limit within which the C.O. may authorise a write-off under Appendix VI (unless he has ordered the recovery of the full amount of the loss to the public).

1322. Separate Courts—When Required.—1. When a court of inquiry is assembled to investigate any given occurrence, a separate court need not be held to investigate any other matter (which itself, by regulation, requires a court of inquiry) arising out of that occurrence (e.g. an individual injured in a flying accident). Where, however, the assembling authority considers that the two subjects cannot be conveniently dealt with by the same court, he will convene two courts. If only one court is held, the assembling authority will be careful to give directions for both matters to be investigated.

2. A court of inquiry, however, on the illegal absence of one or more airmen will deal only with the questions of illegal absence and deficiencies (if any) and a court of inquiry on the recovery of one or more prisoners of war will deal only with the circumstances of the recovery of each such person as may be brought before it.

Digitized by Google

1323. Airmen Illegally Absent.—1. A court of inquiry under Section 72, Air Force Act, for the purpose of determining the illegal absence of an airman will be convened by his C.O. at the expiration of 21 days (excluding the day on which the absence commenced and the day on which the court assembles) from the date of absence, or as soon thereafter as is practicable. If, however, before such court of inquiry has been assembled, it has come to the knowledge of the C.O. that the airman has been apprehended or has surrendered, a court of inquiry will not be held, but the facts of the airman's absence and the deficiencies (if any) in his clothing, necessaries, arms, accoutrements, or other equipment in his charge, must be proved by oral evidence at any subsequent court martial.

1A. If an airman undergoing sentence at a military prison or detention barrack escapes, or is for any reason absent without leave, the court of inquiry under section 72, Air Force Act, will be convened by the C.O. of his unit, who will arrange, where possible, for officers of a R.A.F. unit stationed near the prison or detention barrack to act as members. Army officers on the staff of the commandant of the prison or detention barrack may not act as members of the court.

2. The earliest permissible day for the assembly of such a court is the 23rd day, including the days on which the absence began and on which the court assembles: e.g. absence begins on 1st, the court may assemble on 23rd, or absence begins on 30th March, the court may assemble on 21st April. Another method of calculation is that the court may not assemble before that day of the week which next follows the first day of absence, but three weeks later; e.g. absence begins on a Monday the 6th, the court may assemble on the Tuesday three weeks later, the 28th.

3. If the court after assembly finds that it has been convened on too early a date it should adjourn and report to the assembling authority, in order that a new order of assembly may be made.

4. The court will comply with R.P. 125 and, in dealing with deficiencies, will have before it the inventory referred to in para. **2558.** The value of each deficient article will be assessed as explained in para. **1270,** clause 2 (*a*).

5. *See* para. **2101** as to recording the finding of the court; para. **278** as to decorations and medals; and para. **1312,** clause 3, as to taking evidence on oath.

1324. Prisoners of War.—1. Whenever any officer or airman, who has been taken prisoner by an enemy, is recovered, his recovery will be reported at once to the air or other officer commanding under whose command the officer or airman is placed.

2. The air or other officer commanding will convene a court of inquiry to investigate, in accordance with R.P. 125A (D) and (E), the conduct of the individual concerned and the circumstances of his capture unless he is satisfied that no blame attaches to the individual and that the court of inquiry would serve no useful purpose.

3. When a court of inquiry is held the proceedings will be forwarded to the Air Ministry. If a court of inquiry is dispensed with the Air Ministry will be notified by signal in order that appropriate notes may be made in the officer's or airman's records.

Digitized by Google

1325. Investigation of Personal Injuries and Accidental Deaths.—1. When an officer or airman, whether on or off duty, is killed or injured (except by wounds received in action) the following procedure will be followed.

2. A court of inquiry will invariably be assembled—

(*a*) if suicide or attempted suicide or wilful maiming is suspected;

(*b*) if, in the opinion of the C.O., doubt exists as to the cause of the accident;

(*c*) if, in the opinion of the C.O., doubt exists as to whether the officer or airman was on or off duty at the time of the accident;

(*d*) if the death or injury was sustained in a flying accident (but *see* paras. **1322** and **1326**);

(*e*) if the circumstances of the accident are such that it appears that some third party might be held liable therefor and the cause of the accident cannot be established by investigation under clause 3;

(*f*) if for any reason the cause of the accident or its attendant circumstances require, in the opinion of the C.O., to be investigated but cannot be adequately established by an investigation under clause 3.

3. (*a*) In the following circumstances, subject always to clause 2 and the holding of a court of inquiry as requisite under the provisions of that clause, an investigation by one officer will take the place of a court of inquiry:—

(i) If death occurs as the result of an accident or misadventure of any description.

(ii) If the injury is, in the opinion of the medical officer, serious or of such a nature that it might be the exciting cause of disability later. (This investigation will be dispensed with if the C.O. is satisfied that it would add nothing to the report on Form 551. Form 551 will be endorsed to this effect.)

(iii) If, for any reason the cause of an accident or its attendant circumstances require, in the opinion of the C.O., to be investigated and can be adequately established without the holding of a court of inquiry.

(iv) If the circumstances of the accident are such that it appears that some third party might be held liable therefor.

(*b*) The C.O. will detail an officer to investigate, obtain statements from witnesses, witness their signatures and report on the circumstances as laid down in clauses 5 and 6. The officer will record all available details of the accident and make a complete report, which, together with the opinion of the C.O., will take the place of the findings and recommendation of a court of inquiry. Paras. **1315** to **1320** will be complied with so far as their provisions are applicable.

(*c*) The C.O. may detail a warrant officer to carry out the investigation as laid down in this clause where an airman below the rank of warrant officer is concerned unless the death or injury arises from a road or transport accident when the investigation will invariably be carried out by a commissioned officer.

(*d*) *See* clause 9 as to utilization in certain cases of a copy of the death certificate or the proceedings of the coroner's inquest.

Digitized by Google

4. If, under para. **1322**, personal injuries are dealt with by a court of inquiry convened to investigate other matters as well as personal injuries the court will comply with clauses 5 and 6 and it will be the duty of the C.O. of the injured officer or airman to take steps to ensure that the injuries are recorded, as required by clause 7, in the personal record of the officer or airman concerned.

5. A court of inquiry or an investigating officer dealing with injuries will obtain evidence to show whether or not the injured person was on or off duty at the time he received the injury, and whether he was to blame, and will record an opinion on these points. Where, however, no evidence beyond that of the injured person himself is forthcoming, the fact will be stated in the proceedings and the court or investigating officer will not express such an opinion; but in transmitting the proceedings, the C.O. will do so.

6. When an officer or airman is injured in any way by, or through the fault of, some other person or persons, it will be recorded in the proceedings of the court of inquiry whether the officer or airman intends to claim or has claimed compensation from such other person or persons. If the officer or airman does not propose to prefer a claim against the third party, it will be open to the Air Council to request him to do so, and his reasons for not preferring a claim should therefore be recorded. Corresponding information, so far as it is available, will be recorded if the injury is fatal. (*See also* paras. **2323, 3614, 3706** and **3751.**)

7. After the opinions of all the higher authorities (including the Air Ministry) have been expressed on the proceedings of a court of inquiry or an investigating officer's report, a copy of the proceedings or report will—

(*a*) if relating to an officer, be retained at the Air Ministry;
(*b*) if relating to an airman, be transmitted to the Officer i/c Records for attachment to the airman's attestation paper.

8. If death results from the injuries or from the misadventure or occurs by suicide or suspected suicide, the C.O. will be careful to notify the local coroner.

9. If death results from injuries sustained whilst off duty the investigating officer may obtain a copy of the death certificate, and no further investigation will normally be required. If deemed necessary, however, the proceedings of the coroner's inquest may be obtained from the coroner on repayment.

1326. Flying Accidents.—1. "Flying accidents" shall, as regards courts of inquiry, be deemed to include all accidents arising from causes (other than enemy action) connected with flying, and shall include not only those arising in flight, but also those arising—

(*a*) in starting the aircraft for its flight, including airscrew accidents;
(*b*) in landing, or alighting on water, after its flight; and
(*c*) in hoisting an aircraft out of or into a ship and securing it on board.

2. Subject to clause 3, a court of inquiry will be held to inquire into—

Digitized by Google

(*a*) Accidents, other than those occurring in the field, as follows:—

(i) All flying accidents in which an occupant of an aircraft, or other person, is injured fatally or to such an extent as is likely in the opinion of a medical officer to occasion such person's absence from duty in hospital for a period of at least seven days, independently of whether the cause of the accident is or is not free from doubt.

(ii) All other flying accidents involving personal injuries of a less serious nature, or resulting in damage of any description to an aircraft, or other property, unless the C.O. is satisfied that the cause of the accident is free from doubt, or that the holding of an inquiry would serve no useful purpose.

(iii) Whenever there is evidence of negligence or default, connected with the loss of, or damage to, an aircraft.

(*b*) Accidents in the field as follows:—

All flying accidents involving any injury to persons or damage to property (including aircraft), unless the C.O. is satisfied that the cause of the accident is free from doubt, or that the holding of an inquiry would serve no useful purpose.

3. A court of inquiry will not be held, unless specially ordered by the Air Council, into a flying accident to an aircraft not belonging to or exclusively employed in the service of His Majesty, which occurs in the course of training of an officer or airman of the reserve.

4. If personal injuries to an officer or airman, or to a civilian, have resulted from the accident, the instructions contained in para. **1325** or para. **1329,** as appropriate, will be followed.

5. At home, whenever a flying accident is reported to the Air Ministry, in pursuance of the instructions contained in para. **743,** and a court of inquiry is to be held, the Accidents Investigation Branch will be consulted as to the date, time and place of assembly of the court. The court will, if the Accidents Investigation Branch so decides, be attended by a representative of that branch, who will be at liberty to question the witnesses. Where, however, the accident occurs while the personnel concerned are serving in one of H.M. ships under naval discipline, the procedure herein laid down will be modified as provided in para. **1327.**

6. Courts of inquiry into flying accidents which occur in home commands will be convened as may be ordered by the air or other officer commanding the group to which the aircraft belongs or by the senior air or other officer commanding when aircraft belonging to more than one group are involved.

6A. Courts of inquiry into flying accidents which occur overseas will be convened as may be ordered by the air or other officer commanding the command overseas to which the aircraft belongs. If, however, the accident occurs within the limits of another command, the court of inquiry will be convened by the air or other officer commanding the command in which the accident occurs and he will be responsible for ensuring that a copy of the proceedings is sent to the command to which the aircraft belongs.

7. When the accident is fatal, a cutting from a local newspaper containing a report of the coroner's inquest will, if available, be annexed

Digitized by Google

to the proceedings of the court. A copy of the coroner's inquisition should only be attached where it would be likely to throw additional light on the question of responsibility for the accident.

8. Whenever such inquiry is relevant to the case under consideration, the court will particularly inquire and record its opinion whether the unit aircraft maintenance orders have been complied with, and, if not, who was responsible, and will forward with the proceedings such extracts from the orders as may be necessary. The court will also record whether any relevant Class B modification has not been embodied, and, if so, the reasons for its omission.

9. The proceedings of a court of inquiry held under this para. will be recorded on Form 412 in accordance with the directions contained thereon, and will be disposed of as follows:—

(*a*) The original copy will be sent, without delay, by the president to the C.O. of the unit on whose charge the aircraft is held. The latter will be responsible that the necessary number of copies is made, allowing one copy for the Accidents Investigation Branch, one for each link in the chain of command, and two (including the original) for final transmission to the Air Ministry. The copy destined for the Accidents Investigation Branch must be despatched by the C.O. direct with the minimum of delay. Where an accident is investigated by the Accidents Investigation Branch, the log books of the aircraft and its engine together with the pilot's flying log book will accompany the copy sent to that branch, or will be handed to the investigating officials, except when they are required by the C.O. for production at a coroner's inquest. (*See* para. **786**, clause 8, and para. **788**, clause 2.)

(*b*) If the inquiry is held under para. **1327** the proceedings will be disposed of as directed therein.

10. Except where a naval court of inquiry is held under para. **1327**, the air or other officer commanding will deal with any loss of, or any damage to, the airframe or engine in accordance with A.P. 830, Vol. I.

11. The proceedings of a court of inquiry are privileged and should not be produced at a coroner's inquest. The C.O. may, however, if requested by the coroner to do so and unless he receives special instructions to the contrary, furnish the coroner confidentially with the findings of the court and a list of witnesses called. It should be explained to the coroner that the findings are communicated to him for his own confidential information, and are not for publication in court or elsewhere.

1327. Accidents when Personnel is serving under Naval Discipline.—1. When an accident occurs to air force personnel serving in H.M. ships under naval discipline, responsibility for the investigation of the accident rests with the naval authorities irrespective of whether or not the accident involves personal injuries, or damage to air force material of any description, or both. It is, nevertheless, necessary for the senior air force officer on board to ensure that Air Ministry regulations applicable to the circumstances are complied with as far as possible and so far as air force personnel and material are concerned, not only in connection with the investigation but also in connection with the resulting action.

Digitized by Google

2. If the accident is a flying accident within the meaning of para. **1326**, clause 1, the following procedure will be observed:—

(*a*) The senior air force officer will furnish sufficient details of the accident to enable the captain of the ship to forward direct to the Air Ministry the report required by para. **2310**, and, if the accident occurred in home waters, the reports required by para. **743**.

(*b*) The senior naval officer will, if an inquiry is required under para. **1326**, clause 2, assemble a naval court of inquiry consisting of naval or air force officers, or both, as may seem most appropriate in the circumstances.

(*c*) The senior naval officer will notify the date and place of the court of inquiry, if in home waters, to the A.O.C.-in-C., Coastal Command, who will arrange for the attendance of a representative of the Accidents Investigation Branch, Air Ministry, or of an air force officer to assist the court as a technical adviser and to propose questions to be asked to elucidate matters of air technique. Outside home waters, the air or other officer commanding concerned is similarly to be informed and will send or nominate a technical expert to attend the court.

(*d*) The report of the court of inquiry will include a statement following, as far as possible, the detail set out on Form 412.

(*e*) A copy of the report of the court of inquiry will be sent by the Admiralty to the Air Ministry. A copy will also be sent by the officer ordering the inquiry, through the naval commander-in-chief, to the headquarters of the air force command in which the ship is normally stationed.

3. If the accident is not a flying accident within the meaning of para. **1326**, clause 1, the procedure laid down in clause 2 (*a*), (*b*) and (*d*) will be followed, except that under clause 2 (*a*) the procedure for reporting a casualty will be as laid down in para. **2311**.

1327A. Naval Personnel serving under Air Force Discipline.—When an air force court of inquiry is held to investigate an accident or other matter arising in a unit of the Fleet Air Arm which was serving under air force discipline but has since returned to naval discipline, a copy of the proceedings and findings of the court will be sent in quadruplicate to the captain of the ship to which the unit is attached.

1328. Aircraft Deteriorated.—When an aircraft is found to have deteriorated owing to service or climatic conditions to an extent beyond the capacity of the unit concerned to repair it, and there is presumptive evidence of contributory negligence or of other culpable default (*see* para. **679**, clause 3A), a court of inquiry will be convened to investigate the circumstances. The air or other officer commanding will always refer the proceedings of such a court to the Air Ministry for instructions.

1329. Damage to Civilian Property and Injury to Civilians.—1. When any loss or damage occurs, or is believed to have been occasioned, by an officer or airman on duty, to any property belonging to another government department or to any corporation or person, and it appears probable that such loss or damage will lead to a claim for compensation against the public, the C.O. of the officer or airman will at once report

Digitized by Google

the matter to the air or other officer commanding, who will, whether it is decided to convene a court martial or not, assemble a court of inquiry to investigate the matter without delay, unless he is satisfied that the information required by clause 3 is or can be made available without a court. In the event of a civilian being injured, the case will be similarly reported and a court of inquiry will always be convened irrespective of the extent of the injuries or the probability of receipt of a claim.

2. When the estimated damage is in excess of £40, the court will usually be composed of personnel who do not belong to the same unit as the officer or airman concerned.

3. The court will inquire generally into the circumstances of the loss, damage, or injury, and will report on—

(*a*) the amount of loss or damage;

(*b*) whether the officer or airman was on duty when the loss, damage, or injury is alleged to have been occasioned;

(*c*) whether the loss, damage, or injury was occasioned by any wrongful act or negligence on the part of an officer or airman;

(*d*) whether any wrongful act or negligence on the part of the person, company or corporation, or on the part of any person in the employ thereof or acting as agent therefor, contributed to the loss, damage or injury;

(*e*) whether the person, company or corporation, or any person in the employ thereof or acting as agent therefor, might by the exercise of due diligence and care have avoided the consequence of the negligence or wrongful act of the officer or airman.

The court will, if the accident is caused by a marine craft or M.T. vehicle, deal specifically with the points referred to in paras. **2013** and **1978.**

4. The provisions of this para. will not apply to a civilian employee of the Air Ministry when the injury sustained by him arises out of and in the course of his employment. The instructions relating to such injuries are contained in A.P. 826.

5. If any claim for compensation is involved which cannot be settled by the A.O.C. under the powers laid down in Appendix VI, the proceedings of the court will be forwarded to the Air Ministry with the A.O.C.'s recommendations.

6. *See also* paras. **744** and **1979.**

1330. M.T. and Marine Craft Accidents.—1. Whenever an accident occurs in which a service M.T. vehicle or marine craft is involved, the procedure laid down in paras. **1978, 1979** and **2013** will be carried out.

2. If a civilian has been injured, a court of inquiry will always be convened by the air or other officer commanding: otherwise, a court of inquiry may be assembled if the C.O. or higher authority considers it necessary so to do. If an officer or airman has been injured in the accident, the instructions in para. **1325** will be followed. The chief points to be investigated will be those specified in paras. **1329, 1978** and **2013.**

Digitized by Google

3. If the accident causes such damage as will involve the writing or striking off of a marine craft or a M.T. vehicle, the procedure laid down in A.P. 830, Vol. I, will be complied with.

1331. Lost Torpedoes.—1. When a torpedo is lost, the C.O. will convene a court of inquiry to investigate the circumstances if he considers that the cause of the loss is not obvious and requires explanation, or that the loss is due to negligence or misconduct on the part of any officer or airman.

2. A court of inquiry will also be held when, on the recovery of a lost torpedo, its condition does not bear out the statements on Form 1014 (Torpedo Loss Report).

3. A full report on every torpedo reported as lost, but subsequently recovered, will be rendered to the Air Ministry as soon as practicable.

1332. Loss, &c., of R.A.F. Equipment and Foodstuffs.—1. When foodstuffs or R.A.F. equipment of any description belonging to the public are found to be deficient, lost, stolen, damaged or destroyed, or when a deficiency is discovered in any equipment or foodstuffs account, the C.O. will at once cause the facts to be fully investigated.

2. A loss which is supposed to be due to theft will be reported as directed in para. **2419,** and, in any court of inquiry which may subsequently be held, evidence will be taken to show the date on which the loss was so reported.

3. If the C.O. is unable under his own powers to dispose of the case he will report the matter to the air or other officer commanding who will decide whether a court of inquiry is to be held (as regards defective foodstuffs, *see* para. **2677**). The power of a C.O. to dispose of a case of damage where write-off action is not involved without reference to higher authority is governed by the same financial limits as his power to dispose of a loss. Unless otherwise specially directed by regulation, the C.O. should not himself assemble a court of inquiry if it is apparent that he will be unable to dispose of the case (*see* para. **1321**).

4. The C.O. in reporting a loss, &c., of R.A.F. equipment or foodstuffs to higher authority as in clause 3, will attach to the report Form 34 in duplicate prepared in accordance with the instructions contained in A.Ps. 830 and 112. In cases of damage in which Form 34 is not required, an estimate of the cost of repair will be included in the report. The value of deficiencies in an account will be the sum total of the values of the deficiencies under each heading of the account without any abatement in respect of articles which may be surplus under any other headings of the account.

5. In commands where no Air Ministry auditor has been appointed, an air or other officer commanding to whom a loss, &c., is reported as in clause 3, will, if the loss to the public appears likely to exceed £50 or whenever fraud, theft or arson is suspected, assemble a court of inquiry consisting, if possible, of officers not belonging to the station concerned. He may also in any case convene a court of inquiry if he considers that he has not before him sufficient information to dispose of the case satisfactorily. In addition, in commands abroad where an Air Ministry auditor has been appointed, the A.O.C. may (after consulting with the auditor), dispense with a court of inquiry in cases where the amount of the loss is in excess of £50, but within his financial competence under

Digitized by Google

Appendix VI, provided he is satisfied that he has before him sufficient information to enable him to dispose of the case satisfactorily, that fraud, theft, or arson, is not suspected, and that no question of disciplinary action appears to be involved (*see also* clause 5A).

5A. An air or other officer commanding to whom a loss (other than a cash loss) under Appendix VI, Table A, Section I, is reported may, however, at his discretion, order an investigation to be held instead of a court of inquiry, provided the loss to the public does not exceed £5, whether the loss is within his own powers or has to be referred to the Air Ministry. For this purpose he will appoint as investigating officer an officer who is senior to any officer whose efficiency or conduct is likely to be called into question. In the event of the investigation revealing the necessity for calling into question the efficiency or conduct of an officer senior to himself, the investigating officer will report immediately to the officer who appointed him, for further instructions.

6. *Deleted.*

7. When an air or other officer commanding receives the proceedings of a court of inquiry or other report of investigation into any loss or damage he will proceed as follows:—

(*a*) If in command of a group at home, he will—

either (i) order that any person under his command shall be tried by court martial for an offence under the Air Force Act;

or (ii) if he holds an officer under his command culpable, allow him to make a voluntary payment not exceeding £10 in accordance with para. 2787, clause 13;

or (iii) if he holds an officer culpable, submit his recommendations to the Air Ministry;

or (iv) if he considers an officer or a warrant officer under his command is culpable, dispose of the charge summarily in accordance with his powers under Section 47, Air Force Act (*see* para. 1153);

or (v) if he considers that a N.C.O., aircraftman, apprentice or boy entrant under his command should be held culpable, remit the case to the airman's C.O., for summary disposal under Section 46, Air Force Act, subject to the airman's right to elect trial by court martial if any deduction from pay is contemplated: if, however, his action against the airman seems likely to prejudice Air Ministry action against any officer involved in the same loss, he will refer to the Air Ministry as regards both the officer and the airman;

or (vi) if he considers that an officer or airman connected with the loss is not to blame, record his opinion;

or (vii) if he considers the disciplinary aspect of the matter has already been disposed of, record his opinion.

When the amount of the loss or damage is within his financial limit under Appendix VI, he will give authority to write off any balance of the loss which has not been recovered either by the C.O. or

Digitized by Google

under (i), (ii), (iv) or (v). If it is decided that no recovery is to be made, he will give authority for the whole amount to be written off (*see also* para. **6** of Appendix VI). When the amount of the loss or damage exceeds his financial limit under Appendix VI, he will refer the question of write-off to command headquarters, indicating what disciplinary or recovery action has been taken.

(*b*) In commands abroad, he will proceed as in (*a*) (i) to (vii). When the amount of the loss or damage is within his financial limits under Appendix VI, he will give authority to write off the loss, less any recovery which may have been made either by the C.O. or under (*a*) (i), (ii), (iv) or (v).

(*c*) Where a loss or damage exceeds the financial limit of an air or other officer commanding a command under Appendix VI, he will submit Form 34 with all relevant documents to the Air Ministry.

(*d*) Loss or damage occurring at the headquarter unit of a command at home, or at a unit at home not administered by a group, will be dealt with as at (*b*).

8. (*a*) When a court of inquiry or other report of investigation held in a group at home into any loss or damage brings to light offences involving the consideration of disciplinary action against an airman belonging to another group at home, the A.O.C. will send a copy of the proceedings direct to that group and arrange for the attendance of witnesses as necessary to enable disciplinary action to be taken. The result of the disciplinary action will be reported to the Air Ministry by the A.O.C. assembling the court of inquiry or instituting the investigation.

(*b*) When an officer belonging to another group at home or an officer or airman belonging to another command abroad is involved, or when the court of inquiry is held abroad and personnel belonging to another command are involved, the A.O.C. will refer the matter to the Air Ministry with his recommendations at the earliest possible moment.

9. *See* the special instructions contained in para. **1326** as to flying accidents; para. **1328** as to aircraft deteriorated; para **1330** as to M.T. and marine craft accidents; para **1331** as to lost torpedoes; and para. **1334** as to fires.

1333. R.A.F. Units in H.M. Ships—Investigation of Losses.—If the preliminary inquiry by the senior air force officer on board one of H.M. ships discloses that any loss of cash, or any loss of, or damage to, R.A.F. equipment, appears to be wholly or partially attributable to naval personnel or to some defect of accommodation or to some other cause in which the naval service is involved, he will report the loss, in writing, to the captain of the ship, who will, at his discretion, unless he considers the matter should be referred to the senior naval officer with a view to holding a court of inquiry, order a joint investigation by naval and air officers to ascertain the circumstances of the loss or damage, the amount of the loss resulting to public funds, and whether the loss or damage is attributable to negligence on the part of any person. The investigating officers will follow, so far as they are applicable, the rules of procedure laid down for naval courts of inquiry in the King's Regulations and Admiralty Instructions. A copy of the proceedings of the investigation will be furnished by the captain to the senior air force

officer on board, who will forward it, through the usual channels, to the Air Ministry. This procedure will not be applied to loss of, or damage to, R.A.F. equipment resulting from an accident (as to which *see* para. **1327**).

1334. Fires, Explosions, &c.—1. Whenever a fire, explosion or similar occurrence, involving the destruction of public property takes place in any air force structure or equipment, the Air Ministry and the air or other officer commanding will be notified by telegram, except that in commands abroad the report to the Air Ministry will be by letter by the first mail following the occurrence.

2. (i) A court of inquiry will be convened as follows:—

(*a*) When the outbreak at a home station occurs at group or command headquarters, by the appropriate A.O.C.-in-C. or the Air Ministry respectively.

(*b*) At all other stations at home and abroad, by the air or other officer commanding the group at home or command abroad in which the outbreak originated.

(ii) A court of inquiry may, however, be dispensed with if—

(*a*) the cause of a fire, explosion or similar occurrence is clearly established, and is not due to any wilful disobedience of orders, or to some other known or suspected wilful act;

(*b*) the extent of the damage incurred does not exceed the sum of fifty pounds (but *see* para. **1645**, clause 1 (*a*), as to medical, &c., stores);

(*c*) the fire prevention and fire-fighting arrangements were satisfactory.

Where it is proposed to dispense with a court of inquiry, the concurrence of the air or other officer commanding is to be obtained, and a full report of the occurrence will be forwarded to the Air Ministry through the usual channels.

3. Except where the outbreak is small and insignificant, the court will consist of members drawn from stations other than that at which the outbreak occurred and a works representative will be invited to be present at the inquiry. Where the outbreak occurs during or immediately following accumulator charging, and the outbreak is believed to be due to accumulators or the charging thereof, the officer ordering the assembly of the court should detail a wireless officer or warrant officer from another station as a member of that court. At courts of inquiry into explosions, an inspector of explosives will, whenever possible, be nominated by the Air Ministry at home and by the air or other officer commanding abroad to be present at the court and assist in investigating the cause of the accident.

4. At an inquiry into a fire the main points to be investigated are—

(*a*) the cause and origin of the fire;

(*b*) by whom it was discovered;

(*c*) the action taken by the person or persons making the discovery;

(*d*) to whom the fire was first reported by the person making the discovery;

(*e*) the length of time between the discovery of the fire and the sounding of the alarm;

(*f*) what officer was in command of the fire arrangements;

Digitized by Google

(*g*) the length of time after the alarm before the appliances were at work and a jet or jets playing on the fire;

(*h*) whether the station fire party and personnel to assist them turned out in sufficient numbers and with promptitude, and what appliances were in use at the fire;

(*j*) whether there was any failure as regards water supply, hydrants, or the working of the fire appliances generally;

(*k*) the action taken to warn any corporation or other local fire brigade of the outbreak;

(*l*) the length of time between the warning of any corporation or other local fire brigade and the arrival of assistance;

(*m*) the extent of the assistance given by any corporation or other local fire brigade;

(*n*) the period from the alarm until the outbreak was extinguished;

(*o*) the extent of (i) injuries sustained by persons, (ii) structural damage, (iii) damage to contents of structure;

(*p*) responsibility for the outbreak of fire.

5. A rough sketch plan of the structure involved, showing the nearest hydrants, the manner in which the contents of the building were placed and the area and presumed point of origin of the fire, should be appended to the proceedings.

6. An estimate of the cost of structural repairs, and of the value of any R.A.F. equipment, foodstuffs, or other stores destroyed or damaged, assessed according to the instructions applicable to the particular type of article concerned, will be attached to the proceedings, which will be sent to the air or other officer commanding concerned, who will take action in accordance with para. **1332,** clauses 7 and 8 (as regards R.A.F. equipment and foodstuffs), and with para. **1646** (as regards medical and dental stores).

7. The proceedings of all courts of inquiry held under this para., whether the loss is or is not disposed of under local powers, will be forwarded to the Air Ministry.

1335. Loss, &c., of Accounts.—1. When any account, or part of any account, in which public funds or stores are held on charge, is lost, destroyed or mutilated beyond legibility, and (*a*) if such account cannot be reconstructed from the vouchers or other subsidiary documents, or (*b*) if it appears that an offence under Section 25 (2), Air Force Act, may have been committed, a report will be made to the air or other officer commanding, who will investigate the matter (assembling a court of inquiry if he considers it necessary) and report the result of his investigations to the Air Ministry. If a loss to the public is involved, para. **1332,** clauses 7 and 8, will apply.

2. The accountant officer will in all cases, whether the account can be reconstructed or not, report the loss, &c., direct to the Accounting Officer, Air Ministry, or to the Air Ministry auditor in commands to which such an official has been appointed.

1336. Loss of Public Money.—1. When a loss of public money occurs, or when any deficiency or inaccuracy appears to exist in any account

Digitized by Google

of public money, the C.O. will investigate the matter and, if necessary, report the facts to higher authority.

2. An air or other officer commanding, to whom reference has been made as in clause 1, will, if he considers the circumstances to warrant such action, assemble a court of inquiry or a court martial. If he is unable to dispose of the matter under his own authority, or if he decides to hold a court martial, he will make a report to the Air Ministry. In his subsequent action he will comply with para. **1332,** clause 7.

3. *See* para. **3151** as to loss of public money carried in aircraft.

1337. Losses affecting Messes or Institutes, &c.—1. When any deficiency in money or articles belonging to a mess or institute, or to any other non-public fund, is discovered, the C.O. of the station will exercise his discretion as to whether he shall at once assemble a court of inquiry himself, or report the matter to superior authority.

2. An air or other officer commanding to whom reference has been made as in clause 1, will proceed as laid down in para. **1336.**

3. If the accounts of a mess or institute, or of any other non-public funds, are lost, mutilated, or destroyed, the instructions contained in para. **1335** will be followed.

4. *See* para. **2687** as to compensation for losses.

1338. Court of Inquiry in certain Circumstances.—A court of inquiry will be convened to investigate the following losses, except that as regards (*d*), (*e*) and (*f*), an investigation by one officer may be substituted, if desired:—

(*a*) The loss of a secret or confidential publication, as laid down in para. **2241.**

(*b*) The loss of railway warrants or concession vouchers, as laid down in para. **3058.**

(*c*) The loss of kit and private property, as laid down in para. **2641.**

(*d*) The loss of a conduct sheet, as laid down in para. **2158.**

(*e*) Losses and deficiencies in medical and dental stores, as laid down in para. **1645.**

(*f*) The loss of a registered letter, parcel or bag, as laid down in para. **2222.**

(*g*) The loss of or damage to personal clothing at an air force laundry, as laid down in A.P. 830.

Section II.—Boards and Committees.

1343. Assembly of Boards and Committees.—Boards and committees may be assembled as may be found necessary, or as may be required by regulation, by the authorities referred to in para. **1310.**

1344. Object of Boards and Committees.—Boards and committees will have for their object the ascertainment of facts and their presentation in convenient form. They will not be used if any point of discipline is involved.

1345. Procedure for Boards and Committees.—1. Boards and committees will be assembled, conduct their investigations, prepare their

Digitized by Google

proceedings and record their findings, under the regulations laid down in Section I so far as they may be applicable, but they will not in any way be bound by those regulations.

2. The proceedings will be recorded on Form 2, unless any other form is specified in any particular instance, and will be submitted to higher authority as may be ordered.

1346. Audit of Non-Public Accounts.—1. The accounts of all non-public funds will be audited every four months up to and including 30th April, 31st August, and 31st December in each year by a board to be assembled as soon as possible after these dates.

2. The board will consist of one senior officer (who will act as president) and at least one other officer. Whenever practicable, one of these officers (either president or member) will be an accountant officer. If an accountant officer is not available his place may be taken by another officer, a certificate recording the reasons for this step being recorded in the proceedings.

3. The names of the officers constituting the board will be promulgated in orders prior to the end of each period and the president will detail one member to check the cash and bank balances of all non-public accounts before any transactions for the ensuing period take place. A certificate of this check will be made in the cash book by the checking officer.

4. The main object of the audit board is to satisfy itself that the balance sheet represents the true financial state of the account at the date specified. To ensure this, having regard to the object of the fund and the normal policy in regard to the accounts, it is necessary to verify all transactions since the previous balance sheet was audited. The detail of a complete audit is laid down in A.Ps. 1407, 1408 and 1409 (Standard Instructions for keeping Non-Public Accounts). The board will bring to notice all discrepancies including any disbursement which, although in itself legitimate, is, in their opinion, excessive or extravagant.

5. The proceedings of the board will be prepared in triplicate; the balance of all non-public funds will be verified and the board will certify in the proceedings that the instructions contained in this para. have been carried out. The proceedings will then be submitted for approval to the C.O. who will append the certificate required by para. **70**, clause 3, and forward two copies of the proceedings to the appropriate command headquarters; one copy, with any necessary remarks, will be signed on behalf of the command headquarters and returned to the unit.

6. At stations where savings associations have been formed under para. **884**, the accounts of such associations will be included in those audited every four months by the board referred to in clause 1. The accounts will also be audited on change of treasurer, as required by the National Savings Committee. The audit board will have regard to the detailed special instructions issued by that committee for the conduct of these funds.

7. *See* para. **70** as to responsibility of the C.O.; para. **1784** as to institute funds; para. **2066** as to band accounts; and para. **2727** as to accountant officers.

Digitized by Google

CHAPTER XVIII.

LEAVE OF ABSENCE AND PASSES.

SECTION I.—OFFICERS.

1357. Leave a Privilege.—Leave of absence is a privilege and not a right; it may be granted, or withheld, as the circumstances of the service may render expedient, and an officer on leave will be prepared to return to duty at the shortest notice.

1358. *Deleted.*

1359. Commencement and Termination of Leave.—1. Leave will commence—

(*a*) at home—from the date on which the officer leaves his station.

(*b*) abroad—from the date on which the officer embarks, if he proceeds by sea on ordinary leave; for other ordinary leave and for all local leave, from the date on which he leaves his station.

2. An officer will be present with his unit before the expiration of the last day of his leave.

3. If, owing to any unforeseen circumstances, an officer is delayed on the journey back to his station abroad, the air or other officer commanding will investigate the delay and, where he considers the delay was out of the control of the officer, he may extend the period of leave up to fourteen days on full pay, subject to the maximum period of leave admissible up to the current date not being exceeded. All other delays will be reported to the Air Ministry for decision as to whether any issue of pay is to be made for the period of absence.

1360. Address while on Leave.—Before proceeding on leave, or sick leave, an officer will give an address at which communications will reach him: he will immediately acquaint his C.O. with any change of address which may subsequently occur. (*See also* para. **1377.**)

1361. Applications for Leave.—1. The authority for the grant of leave will be the air or other officer commanding the group or command, who may, however, delegate his authority as follows:—

(*a*) *Deleted.*

(*b*) To a station commander—for the grant of any period to any officer except a unit commander or a medical or dental officer; for the grant of leave to a medical* or dental officer not exceeding seven days.

(*c*) To a unit commander—for the grant of any period not exceeding seven days.*

Applications from medical* and dental officers for leave in excess of seven days will be submitted to the air or other officer commanding

* Advance notification will be made to the Air Ministry of leave of medical officers at stations, as specified in A.M.Os. from time to time, at which medical examinations in connection with the renewal of Class " B " civil pilots' licences will be carried out.

Digitized by Google

the group or command, who will approve the leave on the recommendation of the competent medical authority.

2. Where approval is given for the temporary closing of a school or other instructional establishment during a break, the air or other officer commanding may authorise leave, up to any period he desires, to be granted by the C.O., subject to each officer not exceeding the amount of leave for which he is eligible. At times of general holiday, similar action may be taken for all units within a command.

3. In exceptional circumstances the C.O. of the unit may grant an extension of leave not exceeding 48 hours in excess of any leave already granted to an officer, provided the periods admissible under paras. **1365** and **1366** are not thereby exceeded and that not more than one such extension is granted in any one period of leave. The whole period, including the extension, will count as annual leave.

4. An officer at home or abroad, when applying for leave in excess of 48 hours, will complete Form 780 in duplicate and forward it for approval as appropriate under clause 1. Where, however, general authority for the grant of leave is given under clause 2, individual copies of Form 780 need not be prepared for each officer, but the C.O. of the unit will forward to group or command headquarters, for notation and record, a nominal roll giving the names of the officers, periods of leave granted, and other information as required on Form 780.

5. When leave in excess of 48 hours is granted under clause 1 (*b*) or (*c*), Form 780 will be forwarded to group or command headquarters for notation and retention. When the leave is granted by the air or other officer commanding, one copy of the form will be retained at group or command headquarters and the duplicate returned to the unit as authority for the leave.

6. The application of an officer serving abroad, for leave to return home on private affairs, will show how long he has served abroad and will be accompanied by the following declaration:—

> "I hereby declare that I will rejoin for duty at my own expense within the period for which leave of absence may be granted to me, unless in the meantime I receive orders to the contrary from competent authority. I further declare that I understand my liability to pay for passages in any of the circumstances and to the extent laid down in para. 3111 of the King's Regulations."

7. *See* para. **40** as to leave for an air or other officer commanding.

1362. Periods not in excess of 48 Hours.—Periods of leave of absence not in excess of 48 hours will not be reckoned against the maximum periods of leave allowed under paras. **1365** and **1366**, but should any such a period be extended to exceed 48 hours the whole of the leave will be so reckoned.

1363. The Leave Year.—The leave year for officers on the home establishment, except contract medical officers (*see* para. **1365**), extends from 1st April of one year to 31st March of the following year; for officers proceeding abroad, it will start from the date of embarkation

Digitized by Google

for abroad, irrespective of the period of home service leave granted during the current financial year prior to embarkation: for medical officers serving under contract it will be considered as beginning from the date (or the anniversary of the date) of commencement of contract service. Except as provided for in para. **1366,** any unexpended balance of leave cannot be carried forward so as to be taken in a year following that in which it accrued.

1364. Record of Leave to be Kept.—1. A record of leave (exclusive of periods not exceeding 48 hours) will be kept on Form 381 both by the unit and at the group or command headquarters, for all officers serving in the unit, group or command respectively. The C.O. of the unit will be responsible that an officer is not granted more than the prescribed amounts of ordinary leave in the leave year, but the air or other officer commanding will exercise strict supervision in this respect. The grant and record of leave will be expressed as "from.....to..... inclusive."

2. Care will be taken to ensure that if an officer is granted an extension of leave, overstays his leave, or does not take the whole or any part of a period of leave granted, his record is amended accordingly.

3. When an officer is posted to another unit, Form 381 will be forwarded to his new unit (and, where applicable, to his new command) as laid down in para. **2335.**

1365. Period of Leave Allowed—Home.—1. Subject to para. **1357,** clauses 3 and 4 of this para. and para. **1370,** clauses 4 and 5, an officer (except a contract medical or dental officer) serving at home may be granted a maximum of 61 days' leave of absence on full pay in any one year.

2. A medical or dental officer serving under contract may be granted a maximum of 30 days' leave of absence on full pay in any one year, provided that not more than 15 days shall be taken before the completion of six months' continuous service.

3. An officer who on joining a home unit for duty after service abroad has not been able to take all the accumulated leave for which he is eligible under para. **1366,** clause 3, will not be granted home service leave until the whole of the accumulated leave has been expended. The amount of home service leave granted to an officer in the leave year during which he rejoins the home establishment will be such period as is proportionate to the period of the leave year remaining as from the date of disembarkation, after deduction of the accumulated leave then due. If the period of accumulated leave extends into the new leave year, a similar deduction will be made for that year in respect of the balance of accumulated leave carried into the new leave year.

4. An officer who is posted to a staff college at home, including the Imperial Defence College (whether as a student or as a member of the directing staff) may be granted leave on full pay for the period of the vacations during the course, notwithstanding any excess over 61 days in the course. On termination of his posting he will be eligible for further leave on full pay on the strength of his new unit (or, if posted supernumerary as provided in para. **336,** sub-para. (*a*) (i), on the strength of the college), proportionate to the unexpired portion of the leave year in which his posting terminates. If no posting is immediately available he will be posted supernumerary on the strength of the college concerned.

Digitized by Google

1366. Period of Leave Allowed—Abroad, except India.—1. Subject to para. **1357,** an officer serving abroad may be granted periods of leave of absence on full pay as follows:—

(*a*) Up to 61 days a year and proportionately for part of a year, in or outside the country in which the officer is serving (*see* para. **1373** as regards permission to proceed to places abroad outside the command).

(*b*) In addition to (*a*), local leave up to 30 days a year. Except as provided in (*c*), such leave will not, however, be granted in conjunction with (*a*) above, so as to form one consecutive period of leave. Local leave will include leave within or without the country (other than leave in the British Islands) to places from which, in the opinion of the air or other officer commanding, the officer can rejoin his unit within three days of receipt of instructions to do so.

(*c*) An officer serving in the Far East Command may, after not less than one year's service in that command, be granted local leave in conjunction with not more than four months' leave under (*a*), with permission to spend such leave in the British Islands.

The full period of leave in respect of a current leave year may be granted at any time during that year unless it is anticipated that the officer will be posted from the command before the end of the year.

2. An officer will be permitted to accumulate leave referred to in clause 1 (*a*) up to a total of 183 days at any one time for any one tour of duty. Subject to this limit, accumulated leave proportionate to the amount of service on the overseas tour actually rendered may be granted by the air or other officer commanding at any time during the tour. Leave in respect of the current leave year may also be granted in conjunction with accumulated leave, subject to the above limit of 183 days, and to the proviso contained in the last sentence of clause 1.

3. An officer posted to home establishment will not be granted more than 91 days' accumulated leave reckoned from the date of disembarkation. Any leave which has been accumulated in excess of this period will be forfeited.

4. When an officer is posted to home establishment, the headquarters of the overseas command will immediately forward to the Air Ministry a report stating the number of days' leave (other than local leave under clause 1 (*b*)) which he has taken during his tour of duty abroad. A copy of this report will be given to the officer who will produce or forward it when reporting himself to the Air Ministry on arrival. The balance of leave due (subject to clause 3) will be granted by the Air Ministry, if possible, before the officer is posted for effective duty on the home establishment: if this is not possible the air or other officer commanding the command or group to which the officer is posted will be informed of the amount of leave granted and the number of days (if any) still due. Leave not taken immediately after disembarkation can be granted only as occasion offers and the officer may have to take it in instalments. *See* para. **1365,** clause 3, as regards leave in respect of further service on home establishment.

Digitized by Google

5. An officer on posting from one command abroad to another (except to and from India) will be entitled to retain any accumulated leave which he may have already earned.

1367. Period of Leave allowed—India.—Rules for the leave and leave allowances of officers of the R.A.F. in India are laid down by the Indian authorities and will be found in "Royal Air Force Instructions, India."

1368. Equipment Officers—Leave from Abroad.—1. A stocktaking of all equipment on charge of an equipment officer proceeding on ordinary leave outside the country will be carried out, the equipment handed over to another officer and any deficiency investigated, before the former officer leaves the country. In the event of an equipment officer having to leave the country suddenly for medical or other reasons, the stocktaking and taking over by another officer will be carried out immediately after his departure.

2. During periods of leave taken locally (i.e. where the officer can rejoin his unit within three days of receipt of instructions to do so) up to 30 days, equipment officers need not hand over stocks of equipment on their charge, but will arrange for the custody of such stocks by their subordinates. Equipment officers should be present when stock demands or estimates are being prepared, and during stocktaking.

1369. Accountant Officers—Leave from Abroad.—Where an accountant officer is granted leave out of the country in which he is serving and an assistant accountant officer is not on the establishment, a relief will be posted locally to take over from the vacating officer, who will not proceed on leave until the handing over is completed and approved by the C.O. If an accountant officer has to leave the country suddenly for medical or other reasons, the vacancy will be filled temporarily as may be directed by the C.O. in accordance with para. **2723.** Leave may be taken locally as convenient, except at the end of a quarter or month, when the accountant officer must be at his station.

1370. Special Provisions in Certain Cases.—1. The regulated periods of leave will not be exceeded except in very special circumstances at the discretion of the Air Council. An application for extension beyond the approved period will be submitted to the Air Ministry accompanied by a full statement of the reasons on which the application is based.

2. *Deleted.*

3. In the event of a short service or medium service officer being granted, in exceptional circumstances, leave beyond the limits laid down in paras. **1365, 1366** and **1372,** such extra leave will be subject to the conditions that it will be granted without pay and allowances and will not count as service for gratuity or towards his period of service on the active list. A certificate from the officer that he accepts these conditions will be attached to the application. Such leave will be granted only on Air Ministry authority. The period of service of a short service or medium service officer or a medical officer serving under contract will not be extended on account of any leave to which he may be entitled but which he has not taken before the expiration of his service on the active list.

Digitized by Google

4. An officer who at the beginning of a leave year has less than 12 months remaining to serve on the active list of the R.A.F. (e.g. a short service or medium service officer or a seconded officer) will be granted only such leave as is proportionate to the period of the year remaining before the termination of his service.

5. An officer who is on half-pay or leave without pay for a portion of the leave year will receive only such leave under paras. **1365** and **1366** as is proportionate to the period of the leave year actually served on full pay.

1371. H.M. Ships—Special Provisions.—1. Officers serving in units embarked in H.M. ships will be granted leave of absence under naval regulations whilst serving afloat. When disembarked for service ashore, they will, however, be permitted to count their service afloat towards leave under the same conditions as apply to other officers serving in the same command. Under this rule, leave taken during service afloat will be counted against leave due under air force regulations.

2. A record of leave granted under naval regulations will be kept as laid down in para. **1364.**

3. This para. does not apply to officers of the R.N. or Marines attached to the R.A.F. who come under naval regulations as regards leave.

1372. Leave on First Appointment.—An officer joining on first appointment to a commission in the R.A.F. or on transfer from the reserve to the active list, will be eligible only for such portion of the leave allowed in para. **1365** as is proportionate to the part of the leave year remaining as from the date of his reporting for duty, unless he is posted abroad, when he will be allowed one month as embarkation leave if not otherwise entitled to more than one month's leave. When an officer is commissioned from the R.A.F. College, the period (not exceeding one month) which elapses between the date of his appointment to a commission and the date of joining a unit for effective duty, will not count against the period of leave admissible under this para. If the period which elapses between the date of appointment to a commission and the date of joining for effective duty (which for an officer posted abroad will be the date of reporting for duty pending embarkation) exceeds one month, the excess will be regarded as part of the entitlement to leave allowable under this para.

1373. Officer wishing to proceed Abroad.—1. An officer on the active list, if serving at home, will not quit the British Islands, or, if serving abroad, the country in which he is serving, without written permission from the appropriate superior authority as notified in A.M.Os.

2. An officer serving on full pay who wishes to proceed on leave to any place outside the British Islands or the country in which he is serving, will make application through his C.O. in time to reach the appropriate authority 14 clear days before he proposes to proceed.

3. *Deleted.*

4. An officer at home on leave from abroad wishing to travel in a foreign country during such leave and an officer on half-pay will apply direct to the Air Ministry for permission to quit the British Islands.

5. Any officer who wishes to travel to India and enter that country by crossing its land frontiers must submit his application in time to reach the Air Ministry at least two months before he wishes to start.

Digitized by Google

6. Permission will not be granted to visit countries where war is existing or deemed to be imminent.

7. The wearing of uniform in foreign countries is regulated by para. **202.**

8. *See* para. **3547** as to retired officers proceeding abroad.

1374. Warlike Expeditions—Participation in, Forbidden.—1. An officer on the active list travelling abroad is forbidden to accompany or take part in any warlike expedition, but should he, when travelling abroad, happen to be in the vicinity of any warlike operations in which H.M. forces are engaged, he will at once report himself to the officer in command, who, in the interest of the public service, may detain such officer, pending reference (by telegraph if possible) to the Air Ministry.

2. An officer on the active list will not, without the permission of the Air Council, act as a press correspondent with any forces in the field.

1375. Officer to Report to Attaché.—When an officer on the active list is granted permission to proceed abroad, and contemplates spending 72 hours or more in a country where there is a resident British air attaché, he will inform that officer of his address and movements; if there is no air attaché, or the air attaché accredited to the country does not reside therein, the visiting officer will inform the British ambassador or other chief diplomatic representative in the country concerned, addressing his letter to the secretary of the appropriate embassy or legation.

1376. Attendance at Foreign Manœuvres.—1. An officer on the active list will not attend any foreign manœuvres without first obtaining Air Ministry permission to do so. An application must reach the Air Ministry at least one month before the officer wishes to start, and must state what manœuvres he contemplates attending and his address during such manœuvres.

2. An officer will not send accounts of, or comments on, any manœuvres he may witness abroad to anyone except the Air Council, unless he has obtained the permission of the Air Council to do so.

3. *See* para. **202,** clause 1, as to wearing of uniform at foreign manœuvres.

1377. Officer on Leave or Sick Leave from Abroad—Special Instructions to.—1. An officer returning home on leave or sick leave from abroad will report his arrival in writing to the Air Ministry, giving the following information:—

(*a*) The station abroad from which he has come.
(*b*) The period of leave or sick leave granted to him.
(*c*) The date on which he is due to arrive back from leave or sick leave at his station abroad.
(*d*) An address (with telephone number, if any) at which communications will reach him while on leave or sick leave.

2. An officer on leave from abroad will book his return passage as soon as possible after arrival. If he is unable to arrange his return passage so as to arrive at his station on or shortly before the date on which his leave expires, he will write to the Air Ministry, explaining the circumstances and showing what steps he has taken to obtain a passage. In the event of the officer's leave expiring before a passage is arranged, the Air Ministry

may attach him to a unit for duty pending embarkation. (*See* para. 925 as to indulgence passages.)

[3. An officer on leave or sick leave from abroad will not apply for an extension of leave except on urgent private grounds. His application, with an explanation of the urgency, will be submitted to the Air Ministry, and must be made as far in advance of the termination of the leave as possible so as to admit of communication being made, if necessary, with the command concerned. (*See* para. 1882, clause 1 (*d*), as to sickness while on leave.)

1378. Officers on Sick Leave for Special Treatment.—An officer on sick leave granted under para. 1436, clause 1 (*b*) (iii), to obtain medical treatment not provided by the State, will report in writing to the Air Ministry three weeks before the expiration of his leave in order that arrangements may be made for him to be brought before a medical board.

1379. Orders, &c., issued during Leave.—When an officer returns to duty after leave, or sick leave, he will make himself acquainted with all orders and regulations which may have been issued during his absence.

1380. Periods of Sick Leave Allowed.—1. Subject to clauses 2 to 6 an officer may continue to receive full pay for the undermentioned periods during sick leave granted on the recommendation of the regulated medical authority provided that there is a reasonable probability that he will ultimately be fit to return to duty:—

(*a*) In ordinary cases for a period not exceeding twelve months.

(*b*) In special cases, such as loss of health due to tropical service, to active operations, or to injuries on flying duties not caused by the officer's own negligence or misconduct, the period may be extended with Air Ministry authority, but it shall not exceed eighteen months in all.

2. A short service, including medium service, officer who is absent from duty on account of sickness on the date of expiration of his current period of service on the active list will not be retained on the active list for full pay sick leave extending beyond that date. If, however, the disability of such officer is directly attributable to the conditions of his service he may be continued on full pay after transfer to the reserve for a period which, together with any period already granted up to the date of his transfer, will make up 91 days. In exceptional circumstances, the period of 91 days may be extended at the discretion of the Air Council.

3. *Save as provided in clauses* 5 *and* 6, the provisions of clause 1 will not apply to officers serving on temporary commissions, except those retained on temporary commissions under special conditions to complete time for retired pay.

4. When it is necessary for *a permanent officer, a short service* (*including medium service*) *officer or an officer retained on a temporary commission under special conditions to complete time for retired pay* to retire or relinquish his commission on account of ill-health, a grant or an extension of sick leave from the date of the medical board certifying that a reasonable probability of ultimate fitness to return to duty no longer exists may be made at the discretion of the Air Council. Such grant or extension will normally be made only when the period of sickness

Digitized by Google

preceding the medical board at which an officer has been certified as unlikely to return to duty has been of short duration. The period of the sick leave will not extend beyond three months from the date of the medical board or beyond the date on which the officer—

(*a*) reaches the limit of sick leave admissible under clause 1, or

(*b*) completes the period of his service on the active list (if a short service or medium service officer or a non-permanent officer of the dental branch), or

(*c*) becomes due for compulsory retirement on account of age or completion of service (if a permanent officer).

The provisions of this clause do not apply to officers provided for in clauses 5 *and* 6.

5. A retired officer who is re-employed as an officer at a time of national emergency will be eligible for sick leave with pay under the conditions laid down in clause 1 (*a*) and (*b*) if his disability is incurred during the period of, and is directly attributable to the conditions of, service. If his disability is not so attributable, the issue of pay will be limited to a maximum of 91 days provided that this limit may be extended if necessary to ensure continuance of full pay in the case of an officer who falls sick abroad until the date of his arrival in the United Kingdom. The continuance after the termination of the emergency of full pay during sick leave to an officer shall be at the discretion of the Air Council subject to the limits laid down above not being exceeded. Any period of leave of absence already granted to an officer prior to that event shall be liable to curtailment or cancellation at the discretion of the Air Council.

6. An officer appointed to a temporary commission during a national emergency or an officer of the Reserve or Auxiliary Air Force called up for service in a national emergency will be eligible for sick leave with pay under the same conditions as a retired officer re-employed (*see* clause 5).

1381. Calculation of Sick Leave.—1. For the purpose of arriving at the date of the termination of the sick leave admissible under para. **1380**, the commencing date for reckoning sick leave will be the actual date of complete cessation of duty. This date will be stated as such on all medical board proceedings. The date of commencement of sick leave granted under para. **1382**, clause 1 (*d*), however, will be the date of the sick certificate reporting the officer unfit for duty.

2. Previous sick leave on account of the same disability will count towards the periods of sick leave admissible under para. **1380** where an officer again falls sick within a short period after his return to duty from such sick leave.

1382. Sick Leave—How Granted.—1. Sick leave may be granted to an officer who does not require in-patient hospital treatment, but is unfit for duty, in the following circumstances:—

(*a*) *At home*—up to one month, by the air or other officer commanding, on the recommendation of a medical board.

(*b*) *At home*—in exceptional circumstances, for longer periods than one month, by the Air Ministry, on the recommendation of a medical board.

(*c*) *Abroad*—up to six months, by the air or other officer commanding as advised by the competent medical authority on the

Digitized by Google

recommendation of the headquarters medical board or other approved medical board and provided it is considered that the officer will be fit for duty in the command on the expiry of the period of leave granted. An officer returning home on sick leave will report to the Air Ministry as directed in para. **1377,** and arrangements will be made by the Air Ministry for him to appear before a medical board as may be necessary and in any event at least one month prior to the date on which he would normally embark for return to duty abroad. Officers taking sick leave elsewhere than in the British Islands will be reboarded, on expiry of leave, by the headquarters or other approved medical board in the command in which they are serving.

(*d*) When sickness, duly certified by a qualified medical practitioner, renders an officer unfit for duty at the completion of a period of ordinary leave, or when otherwise away from his unit, sick leave may be granted on the authority of the air or other officer commanding on the recommendation of the competent medical authority. When the necessity for sick leave appears doubtful, or the disability is likely to exceed 14 days in duration, the competent medical authority will take action to bring the officer before a medical board, as soon as circumstances permit.

(*e*) An extension of sick leave may be granted to an officer on the home establishment by the air or other officer commanding, provided that the officer is certified by a duly qualified medical practitioner as unfit to attend a medical board. The period of extension will not exceed one month without the permission of the Air Ministry.

(*f*) An extension of sick leave will be granted only on the authority of the Air Ministry (i) to an officer granted sick leave for the purpose of obtaining medical treatment not provided by the State (*see* para. **1436,** clause 1 (*b*) (iii)), (ii) to an officer on the strength of a command abroad who is on sick leave at home. An officer granted an extension of sick leave will invariably be brought before a medical board as soon as circumstances permit.

2. An officer may proceed on sick leave under clause 1 (*a*) or (*b*) pending approval, on the authority of the president of a medical board, except that leave granted to an officer for the purpose of obtaining medical treatment not provided by the State will always require prior Air Ministry approval. The president will immediately notify the responsible C.O. (*see* clause 4) and the headquarters of the group or command concerned of the period of leave recommended and the address to which the officer is proceeding. If the officer is not posted or attached the information will be forwarded to the Air Ministry. The address of the officer while on leave will be entered in the record of the medical board proceedings.

3. A relief will not normally be furnished for an officer granted sick leave.

4. The C.O. of the unit to which the officer is posted, or, if the officer is absent therefrom on temporary duty, the C.O. of the unit to which he is attached, will be responsible that any necessary approval for sick leave under this para. is obtained.

Digitized by Google

1383. Sick Leave—Grant from Abroad.—An air or other officer commanding who grants an officer sick leave outside the country in which he is serving will report to the Air Ministry the period of leave granted and also the address to which the officer is proceeding. (*See also* para. **1377.**)

1384. Medical Certificate—When to be provided.—Whenever an officer on leave, or sick leave, will probably be unable through illness to return to duty or to attend a medical board, he will report the facts at once, supported by a medical certificate, to his C.O. If the officer is on leave, or sick leave from abroad, the report and certificate will be sent to the Air Ministry.

1385. Officer Absent without Leave.—1. When an officer is absent without leave, the C.O. will immediately notify the Air Ministry and the paying authority by letter, and report the circumstances, through the usual channels, to the air or other officer commanding. At home, where the absence commences on or after the 25th of the month, a telegram, giving the date of absence, will be despatched to the Air Ministry and to the officer's agents. Abroad, where it appears probable that a letter would not reach the Air Ministry by the 27th of the month, a cable, giving the date of absence, will be despatched to the Air Ministry. If necessary, the Air Ministry will inform the agents.

2. If an officer, in the payment of an accountant officer, has an allotment in force, the report or cable to the Air Ministry required by clause 1 will contain a reference to his allotment.

3. If the officer has not been traced at the expiration of seven days, a descriptive return will be prepared and sent to—

(*a*) the Air Ministry, and
(*b*) the air or other officer commanding.

4. When an officer, who has been absent without leave, rejoins, or is apprehended, a report or reports, giving the date of rejoining or apprehension, will be furnished without delay to the authorities referred to in clause 1.

Section II.—Airmen.

1391. Leave and Passes—An Indulgence.—Leave and passes are indulgences granted at the discretion of the air or other officer commanding, and an airman must at all times be prepared to rejoin his unit at the shortest notice.

1392. Distinction between Leave and Pass.—1. Leave, exclusive of sick leave, applies to any period exceeding 48 hours during which an airman is permitted to be absent from his duty on leave.

2. Pass applies to any period of 48 hours, or less, during which an airman is permitted to be absent from duty on pass as provided for in para. **1406.** Such period will not count against those set out in para. **1394.**

1393. Record of Leave to be kept.—A record of all leave granted to an airman will be kept on his trade index card (Form 678) as directed in para. **2105.**

Digitized by Google

1394. Periods of Leave allowed.—1. Leave may be granted to an airman (other than an apprentice or a boy entrant) as follows:—

(*a*) 28 days in each leave year, extending from 1st April of one year to 31st March of the following year, to an airman serving at home except as provided in (*b*). An airman will, however, be granted only a proportionate number of days' leave in the leave year in which his period of regular air force service commences and in that in which it expires. For a warrant officer the leave may be increased to 56 days for a full year. For an airman continuously employed as, or undergoing training as, a pilot, the leave may be increased to not more than 56 days for a full year, when in the opinion of the C.O. of the unit additional leave is necessary to enable the airman to maintain his full flying efficiency. In the leave year in which the airman is promoted to the rank of warrant officer or commences training as, or ceases to be employed as a pilot, not more than a proportionate part of the additional 28 days' leave will be granted.

(*b*) 7 days for every two months and proportionately for shorter periods spent in a definite posting or attachment to a Fleet Air Arm unit in one of H.M. ships or aircraft carriers at home. If during the leave year an airman is posted away from the Fleet Air Arm to a unit at home he may then be granted leave at the scale laid down in (*a*) proportionate to the period of the leave year remaining. No airman, however, is under any circumstances to be granted more than 42 days' ordinary leave in any air force leave year in respect of combined service as above.

(*c*) 28 days, or 10 days if drafted to a Fleet Air Arm unit, before embarkation on being posted for duty abroad, if the exigencies of the service permit.

(*d*) 14 days on return home after three months' absence abroad, with the addition of one day for each completed month abroad in excess of three months (but *see* para. **1397,** clause 2). 11 days, on return home, for each completed period of six months' service with a Fleet Air Arm unit abroad and, for periods of service less than six months, 2 days for each complete month. During the leave year in which an airman returns from abroad, he may be granted, in addition to leave under (*d*) and (*e*), only such leave under (*a*) as is proportionate to the period of service which he will complete in that leave year after rejoining a unit for duty.

(*e*) 28 days on re-engagement, prolongation of engagement or extension of service, under the conditions contained in para. **1403.**

(*f*) 14 days prior to discharge or transfer to the reserve as provided for in para. **1404.**

(*g*) Up to 8 days in special circumstances, to a recruit, if applied for on attestation.

(*h*) Leave from abroad as laid down in para. **1397.**

(*i*) 28 days prior to invaliding as provided for in para. **1404.**

2. An airman, notwithstanding that he may be under the age of 18, who is posted to a unit on passing out of the training establishment at which he has served as an apprentice or a boy entrant during

Digitized by Google

part of the leave year, may be granted the proportionate part of the 28 days' leave allowed under clause 1 (*a*), for the period of the year remaining, calculated from the date of posting, subject to a total of 42 days not being exceeded by such proportionate leave and any leave taken under para. **1395,** when added together. If no leave has been granted during the part of the leave year served as an apprentice or a boy entrant, the full 28 days allowed under clause 1 (*a*) may be granted.

3. No period of leave authorised under (*a*), (*b*) or (*c*) of clause 1 which may not have been granted to an airman during any leave year, may be carried over into the ensuing leave year.

4. Ordinary leave, in excess of that authorised at clause 1 (*a*) or (*b*), may be granted in urgent and exceptional circumstances connected with an airman's family affairs, as follows:—

(*a*) Up to 14 days, by a station commander not below the rank of wing commander.

(*b*) Periods in excess of 14 days, only on the authority of the air or other officer commanding.

In very special circumstances other than these, the Air Ministry may authorise the air or other officer commanding to grant ordinary leave in excess of the normal periods and any application for such leave will be submitted to the Air Ministry, accompanied by a full statement of the reasons on which the application is based.

5. Leave to an airman in debt will be granted only at the discretion of the C.O. of the unit, who will take into consideration the cause of the airman's indebtedness and reason for requiring leave, before approving or recommending it.

1395. Leave for Apprentices and Boy Entrants.—1. Aircraft apprentices and apprentice clerks will be granted six weeks' leave during the year. Where possible the apprentices' training establishments will close down during leave periods.

2. Leave, other than the regulated vacation, will not be granted to an apprentice, except in special circumstances and, as a rule, only with the written consent of the apprentice's parent or guardian.

2A. Boy entrants will be granted approximately six weeks' leave during the year under conditions similar to those applicable to apprentices.

2B. Aircraft apprentices, apprentice clerks and boy entrants will be eligible for 28 days' leave prior to invaliding.

3. Detailed instructions will be found in Air Ministry Pamphlets 9, 15 and 54.

1396. Special Leave for Jews.—Any leave which may be granted to an airman of Jewish faith to enable him to observe the holy days of that faith will be reckoned as part of the leave allowed under para. **1394,** clause 1 (*a*) or (*b*).

1397. Leave when Serving Abroad.—1. Leave to an airman serving abroad to quit the command will be granted in the following circumstances only:—

(*a*) An urgent or special occasion connected with his family affairs which, in the opinion of the air or other officer commanding,

Digitized by Google

merits exceptional consideration. The amount of leave to which an airman is entitled under para. **1394,** clause 1 (*d*), or **1403** on the date of embarkation will be set off against the amount of leave granted under this sub-clause.

(*b*) Sick leave, on the recommendation of the regulated medical authority.

2. An airman, other than a warrant officer, serving abroad may, at the discretion of the air or other officer commanding, be granted local leave, which must be spent within the command, up to a maximum of 24 days in any one year, the number of days so admissible being proportionate to the period spent abroad during that year. Local leave granted under this clause will not count against the period of leave referred to in para. **1394,** clause 1 (*d*). In addition to local leave, however, an airman while serving abroad may be granted leave in respect of the actual period served abroad on the scale laid down in para. **1394,** clause 1 (*d*), subject to his being eligible for not less than 21 days' leave on return to the home establishment. The Officer i/c Records should be notified by letter of any such leave in order that the leave due on return to the home establishment may be reduced accordingly.

3. An airman continuously employed as, or undergoing training as a pilot serving abroad may, if the air or other officer commanding considers it necessary to enable him to maintain his full flying efficiency, be granted special leave up to a maximum of 52 days in any one year, or proportionately if the whole of the year is not spent abroad in employment, or under training, as pilot, in lieu of the leave allowed under clause 2. Leave granted under this clause will not count against the period of leave referred to in para. **1394,** clause 1 (*d*), and may, at the discretion of the air or other officer commanding, be taken either within or without the command.

4. A warrant officer serving abroad may, at the discretion of the air or other officer commanding, be granted leave up to a maximum of 56 days in any one year, the number of days so admissible being proportionate to the period spent abroad during that year. Such leave, which may be taken in the British Islands or elsewhere, subject to para. **1402,** will not count against the period of leave referred to in para. **1394,** clause 1 (*d*).

5. An airman serving abroad may also be granted leave under para. **1403,** clause 2, which may, at the discretion of the air or other officer commanding, be taken either within or without the command. Such leave will not count against the period of leave referred to in para. **1394,** clause 1 (*d*): it will, however, be set off against any leave granted under clause 1 (*a*), as provided therein.

6. The provisions of this para. do not apply to airmen serving in India; regulations for the leave of such airmen will be found in "Royal Air Force Instructions, India."

1398. Commencement and Expiration of Leave.—1. At home, leave will commence from the date and hour at which the airman leaves his station, or is excused from duty, as stated on Form 295. Unless granted (e.g. under para. **1406**) up to a particular hour, leave will expire at **2359** hours on the date of expiration as stated on Form 295. The date and hour on Form 295 will always be clearly stated.

Digitized by Google

2. Leave granted from abroad will commence from the date on which the airman leaves his station or, if he proceeds by sea, from the date of embarkation, and he must be present with his unit before the expiration of the last day of his leave.

1399. Miscellaneous Rules.—1. Every airman, before proceeding on leave or pass, will be provided with Form 295 (as regards permanent passes, Form 557, *see* para. **1406**). The form will usually be signed by the C.O. and must always be stamped with the office stamp before issue; the attention of airmen is to be drawn to the regulations printed on the back of the form. Airmen while on leave or pass must always carry with them their Form 295 or 557 as appropriate, which must be produced on the demand of air force, military or civil police on duty and handed in on expiry.

2. When permission is granted, under para. **203A**, to wear plain clothes on leave or pass, Form 295 and/or 557 will be endorsed accordingly in red ink, the endorsement being initialled by the officer granting the permission.

3. Before proceeding on leave, an airman will furnish his C.O. with an address at which communications and orders will reach the airman promptly. Any subsequent change of address will be notified without delay.

4. An airman proceeding on leave or pass will not take with him any keys of sheds, stores, workshops, &c. The C.O. will make any necessary arrangements for the safe custody of such keys during the airman's absence.

5. *Deleted.*

6. Should an airman serving at home be unable, for want of funds, to rejoin his unit on the expiration of his leave or pass, he will apply to his C.O. for a railway warrant which will be issued under the conditions laid down in para. **3060.** In the event of an airman not receiving a reply in sufficient time to enable him to rejoin by the time his leave or pass expires, he will, provided that the distance to his station is 10 miles or more and that there is no R.A.F. station or recruiting depôt or sub-depôt within easy reach, report himself to the nearest police station and produce his Form 295. The police will not issue a warrant for a journey of less than 10 miles. An airman in London without means of reaching his destination will report to the R.A.F. headquarters situated at Staffordshire House, Store Street, W.C.1, if within normal office hours; otherwise he will report to the police.

7. An airman who, while on leave or pass, is a contact of an infectious disease will notify his unit forthwith, and will forward a medical certificate showing the date of last exposure to infection.

8. An airman will not be required to make good duties missed during his leave of absence.

9. An airman who fails to rejoin on the expiration of his leave or pass will be dealt with as an absentee, as directed in paras. **1158** to **1161.**

10. An airman in occupation of married quarters may be permitted to spend his leave in his station provided that he complies with station standing orders.

Digitized by Google

1400. Sickness on Leave.—1. An airman on leave, or pass, who requires medical aid, must, if possible, report in person to the nearest air force, military or naval hospital, or sick quarters, or other establishment, where a service medical officer is employed. If this course is impossible the airman may apply to one of the civilian medical practitioners in the immediate vicinity of his place of residence, to whom he will show his Form 295, on the back of which the necessary instructions are printed.

2. When a civilian medical practitioner has been employed, the airman must report the fact at once to his C.O., enclosing the medical practitioner's certificate, which must definitely state whether the airman is fit or unfit to travel back to his unit. If the airman is unfit to travel the C.O. will normally communicate with the competent medical authority of the command, so that, if practicable, arrangements may be made for the airman to be visited by a service medical officer, with a view to ascertaining his fitness to return to his station, or for removal to the nearest service hospital, or sick quarters. If, however, the airman resides within a reasonable distance of any R.A.F. station which has a medical officer on the strength, the airman's C.O. will communicate direct with the C.O. of that station, requesting that the airman may be visited by the medical officer, and inform the competent medical authority that he has done so and forward the report immediately on its receipt from the medical officer.

3. On receipt of the certificate mentioned in clause 2, the C.O. will forward to the civilian medical practitioner a Form 1667, in order that the claim for medical attendance on the airman may be dealt with as directed in para. **1551.**

4. If an airman, at the end of one month, is unable to rejoin on account of sickness, his C.O. will forward a report, together with the airman's address and relevant extracts from his medical history, to the competent medical authority who will arrange for the airman to be examined by a medical officer. If the airman is found temporarily unfit, his C.O. may extend the airman's leave, or, if the airman is considered to be more than temporarily unfit, the C.O. will notify the air or other officer commanding, in order that a decision may be made as to whether the patient is to be brought before an invaliding medical board.

5. In the event of an airman falling sick whilst on leave, such period of sickness will not count against annual, embarkation or re-engagement leave, provided the provisions of clauses 1 and 2 are complied with.

6. The expression air force, military or naval hospital in clause 1 does not include a hospital belonging to the forces of Eire. An airman on leave in Eire will apply to a civil medical practitioner and report the fact to his C.O. as laid down in clauses 1 and 2. If the medical practitioner considers that hospital treatment is necessary the airman may be treated in a civil hospital at air force expense.

1401. Sick Leave.—A C.O. may grant an airman sick leave (which will not count towards the leave granted under para. **1394**) as follows:—

(*a*) On discharge from hospital, as may be necessary, on the recommendation of the C.O. of a hospital or a medical board, provided that sick leave in excess of 42 days is not granted without prior Air Ministry approval.

Digitized by Google

(*b*) Up to 21 days on the recommendation of the medical officer who certifies that the airman is not fit for duty and that the leave is necessary for purposes of recuperation in preference to detention in sick quarters or hospital. (*See* footnote to para. **2132,** clause 19 (*a*) (vi), as to the grant of sick leave to an airman who acts as a blood-donor, etc.)

If at the expiration of 21 days of sick leave granted under (*b*) the airman is still unfit for duty he will, if fit to travel, return to his unit, where he will be placed under supervision in hospital. If unfit to travel the airman will be dealt with under para. **1400.** Before granting sick leave, the airman's C.O. will ascertain that the airman's friends or relatives are in a position to afford the airman such aid as his ailment may require.

1402. Permission Necessary to Spend Leave Abroad.—1. The conditions under which an airman may be permitted to spend his leave outside the British Islands or in a country other than that in which he is serving, are the same as those laid down for an officer in paras. **1373** to **1376.**

2. An airman granted permission to proceed on leave to a foreign country or to Eire will not take his uniform or any arms or accoutrements with him.

1403. Leave on Extension of Service, Prolongation of Engagement or Re-engagement.—1. On promulgation of approval of extension of service, prolongation of the regular portion of an engagement or re-engagement, under para. **611, 611A,** or **612** or any other regulations for the time being in force, an airman serving at home may be granted 28 days' leave.

2. An airman serving abroad may, subject to clause 3, be granted 28 days' leave which, if not taken during his service abroad (*see* para. **1397,** clause 5) will be granted in addition to any leave due to him under para. **1394,** clause 1 (*d*), on his return to the home establishment. The entry in the casualty form will show that the leave is approved under this para.

3. Should approval of extension, prolongation or re-engagement be promulgated on more than one occasion during any period of 12 months, the airman concerned may be granted leave under clause 1 or 2 in respect of the first of these occasions only.

1404. Leave Prior to Discharge or Transfer to Reserve.—1. An airman discharged on termination of his engagement, or transferred to the reserve on termination of the regular air force service portion of his engagement, may be granted leave for the last 14 days of his regular air force service. Such leave will be authorised by the Officer i/c Records, who will notify the authorities concerned.

2. An airman will be eligible for 28 days' leave prior to invaliding.

3. In no circumstances may leave under clause 1 or 2 be granted for such a period as would extend beyond the date on which an airman is due for discharge or transfer to the reserve.

1405. Procedure for Leave from Abroad.—1. Before embarking on leave from abroad, an airman will normally be required to provide himself with a return passage ticket and deposit the return half with his C.O.

Digitized by Google

When in exceptional circumstances this is not practicable he may be allowed to provide himself with a single ticket and deposit with his C.O. a sum sufficient to cover the cost of his passage to rejoin. The amount so deposited will cover the cost of passage at transport rates (which will be communicated periodically to commands abroad) if the airman will return from leave within the trooping season or the cost of the return journey by packet (ascertainable locally from agents of shipping companies) if it is essential that he should return during the non-trooping season. A return half of a passage ticket deposited by an airman, or the sum deposited to cover the cost of return passage, will be forwarded by registered post to the C.O., No. 1 R.A.F. Depôt, Uxbridge, who will maintain a non-public account for the receipt and disbursement of amounts so deposited. Deposits forwarded to Uxbridge will be in sterling or its equivalent and not in the currency of the country of origin.

2. The C.O. will forward a report containing the following particulars to the Depôt and a copy to the Officer i/c Records, so as to arrive before the airman disembarks:—

(*a*) The airman's full name, official number, rank and trade.
(*b*) The action taken under clause 1 showing where applicable the amount of any deposit.
(*c*) The unit and station.
(*d*) Address while on leave.
(*e*) Approximate date of arrival.
(*f*) The period of leave and the grounds on which it is granted.
(*g*) The amount of overseas or other leave, if any, to which the airman is entitled under para. **1394**, or under any other regulations.

3. The airman will be given a duplicate copy of the report referred to in clause 2, and will be instructed to forward it, immediately he lands, to the C.O. of the Depôt, and at the same time to notify that officer of—

(*a*) date of embarkation;
(*b*) port of embarkation;
(*c*) name of vessel;
(*d*) date of disembarkation;
(*e*) port of disembarkation;
(*f*) whether in possession of the necessary passport for the return journey;
(*g*) any change of address from that given in the report.

The airman will also be instructed to notify the C.O. of the Depôt immediately of any subsequent change in his address while on leave.

4. (*a*) The C.O. of the Depôt is the C.O. of an airman on leave from abroad; he will confirm any leave coming under clause 2 (*g*), consulting the Officer i/c Records if necessary.

(*b*) When an airman's leave is about to expire (due account being taken of the passage period), and it has been established that he is required to return to the command abroad, the C.O. of the Depôt will notify the airman accordingly.

Digitized by Google

(*c*) If the airman has deposited a ticket for the return journey, the C.O. of the Depôt will forward it to him and instruct him to arrange passage with the shipping company, the airman being required to notify the Depôt of the booking of the passage and the date and port of sailing.

(*d*) If the airman has deposited a sum to cover the cost of the return passage, the C.O. of the Depôt will notify the Air Ministry of the passage required. The Air Ministry will then arrange for the return passage and inform the C.O. of the Depôt of the arrangements so made in order that he may notify the airman as to the date of embarkation, &c. The shipping company's or agent's account will be forwarded to the C.O. of the Depôt direct for settlement.

(*e*) Where it is possible to provide an indulgence passage in a transport, the charge against the sum deposited will be for messing only, and the appropriate sum notified by the Air Ministry will be paid from the deposit into the public accounts of the Depôt.

(*f*) If the amount deposited is not sufficient to cover the cost of passage (e.g. transport rate deposited and packet passage to be booked) the C.O. of the Depôt will call upon the airman to increase his deposit accordingly.

(*g*) As far as possible, any portion of a deposit which is not expended will be repaid to the airman concerned by the C.O. of the Depôt before the airman embarks.

5. An airman granted leave from India will not be posted to the home establishment without previous reference to the Air Ministry.

6. *See* para. **2832** as to advances of pay to airmen proceeding on leave.

1406. Absence from Camp:—

At Home.

1. Airmen not below the rank of sergeant (except airman pilots who have not completed one year's service after mustering as such on completion of flying training) may, without special permission, be allowed to leave camp after duty on any day of the week and remain out of camp until next required for duty.

2. All airmen serving at home, other than recruits undergoing training at recruits' depôts, who have attained the age of 21, may be granted a permanent pass (Form 557) to enable them to sleep out of camp for a given period, except where the exigencies of the service render this impracticable. Airmen granted this privilege must be regular in their duties, orderly in their lodgings or quarters, exact in their dress, and available for all air force duties. This privilege will be withheld from any airman should the C.O. consider it necessary.

3. Where a C.O. has withheld or withdrawn from an airman the privilege of a permanent sleeping-out pass he may, if he considers such a course is justified, grant the airman a permanent pass to remain out of camp from after duty until 0100 hours, or to any specified hour up to the first parade on the next day.

Digitized by Google

4. At the discretion of a C.O. a permanent sleeping-out pass may be granted to an airman under the age of 21 (other than an apprentice, boy entrant or recruit under training as such) who desires to live locally with his parents or guardians, or in such other circumstances as the C.O. may approve. On special occasions when the C.O. is satisfied that such action is justified, a pass on Form 295 may be granted to an apprentice or boy entrant to stay out of camp until midnight. This pass will be signed by the C.O. of the unit.

4A. At the discretion of the C.O. an airman may be permitted to be absent from the camp for any period up to 48 hours. He will be provided with a Form 295 when—

(*a*) he is not in possession of a pass on Form 557; or

(*b*) he requires facilities not available under Form 557 of which he is in possession; or

(*c*) his absence will extend over duty hours or any roll call; or

(*d*) he wishes to avail himself of a cheap ticket.

It will not be necessary for the form itself to show where he is going, but for the purposes of para. **1399**, clause 3, an address or addresses will be entered on the counterfoil of Form 295. Also, to provide for the contingency of sickness while on leave, an airman must acquaint himself with the location of the service medical establishment nearest to the address to which he is proceeding.

Abroad.

5. In commands overseas, orders regulating the absence of airmen from camp will be issued as requisite by the air or other officer commanding.

At Home and Abroad.

6. All passes will be for a fixed period and the date and hour of expiry will always be stated on the pass form.

7. All passes will be withdrawn before the holders leave the service or are posted to another station.

Digitized by Google

CHAPTER XIX.

MEDICAL AND DENTAL.

SECTION I.—GENERAL.

1416. Vaccination and Inoculation.—1. C.Os. and medical officers will make clear to officers and airmen the importance, especially on proceeding abroad or on active service, of being protected by vaccination against small-pox, and by inoculation against typhoid and paratyphoid fevers, and by such other inoculations as may from time to time be recommended by the Air Ministry.

2. When an officer or airman refuses to be vaccinated or inoculated the word "refused" will be entered in red ink in the appropriate column of Form 48. The entry will be dated and signed by the officer or airman concerned who will not be kept back from drafts for abroad, if considered otherwise fit.

3. A recruit should be vaccinated against small-pox as soon as possible after joining No. 1 R.A.F. Depôt or other unit to which he may be posted.

4. A cadet should be vaccinated as soon as possible after being passed fit by the Central Medical Board unless he has been once successfully (or twice unsuccessfully) vaccinated within the last five years.

5. An officer, a member of the nursing service or airman should be vaccinated before proceeding abroad unless previously vaccinated within five years.

5A. Re-vaccination of all personnel should be carried out every five years during the first fifteen years of service.

6. Particulars of vaccination and inoculation, with dates, will be entered by the medical officer on the Form 48 of the officer, nursing member or airman concerned, and on Form 64 (when issued) of an airman proceeding abroad.

7. A return in duplicate on Form 336 of all vaccinations and inoculations will normally be rendered annually in respect of the year ending 31st December, by the medical officer of a station to the competent medical authority, who will forward one copy to the Air Ministry not later than 14th January following. Returns from commands abroad will be despatched as early as possible after the end of the year to which they relate.

8. For units and drafts proceeding abroad, a copy of the return rendered to the Officer i/c Records in accordance with the Drafting Instructions will be forwarded to the P.M.O. by the C.O. of the unit. The P.M.O. should bear in mind that the vaccination and inoculation states of such units or drafts should reach at least 90 per cent. protected, and, on receipt of a return showing a lower percentage, he will take immediate steps to ascertain the cause and to ensure that subsequent drafts are more highly protected before departure.

9. An officer in medical charge of a station will, once a year in October, satisfy himself that the vaccination state of all air force personnel and families living on the station is satisfactory. For air force

Digitized by Google

personnel he will check the entries on Form 48 with regard to vaccination, and in all cases where vaccination or re-vaccination is necessary, he will offer to vaccinate, and will urge its desirability.

1417. Inspection of Airman on Change of Station.—C.Os. of units will ensure that every airman proceeding to and arriving from another station, on posting, attachment, or for a course of instruction, is medically inspected as late as possible before departure and as soon as possible after arrival with a view to ascertaining whether he is suffering from any communicable disease.

1418. Notifiable Diseases.—1. When a case of notifiable disease other than cerebro-spinal fever occurs the medical officer will—

(*a*) immediately inform the C.O. of the unit, and notify the P.M.O. by postagram or signal, according to the urgency of the case: cases of infectious disease of rare occurrence and of food poisoning will always be notified by signal;

(*b*) complete Form 418 and forward one copy to the P.M.O., and, in the case of a disease legally notifiable, one to the local medical officer of health;

(*c*) arrange for the admission of the case to a service, or, if this is not practicable, to a civil isolation hospital, when this is necessary to ensure the proper treatment of the patient or to prevent the spread of infection;

(*d*) advise the C.O. on the necessary steps to be taken for the disinfection of quarters and clothing and the segregation of contacts.

2. The P.M.O. will satisfy himself that all necessary steps have been taken.

3. The P.M.O., on receipt of Forms 418, will cause the necessary entry to be made in the notifiable diseases register. At home, he will then forward the forms so that they reach the Air Ministry not later than Wednesday in each week. Forms 418 will not be forwarded by commands abroad.

4. The C.O. of a unit or station at which a case of notifiable disease has occurred will comply with the instructions of the medical officer in regard to disinfection, and the isolation of contacts or suspected cases. A contact of a notifiable disease that is infectious will not be transferred to another station or posted abroad until the prescribed period of medical supervision has elapsed.

5. Every care will be taken to ensure that articles likely to convey infection are not passed to the laundry or returned to store until they have been disinfected. Should there be any reason to believe that infected articles have been so passed or returned, the officer in charge of the laundry or the equipment officer, as appropriate, will be warned at once.

6. On the occurrence of a case of cerebro-spinal fever the medical officer will notify the C.O. of the unit and signal (giving patient's name, rank, official number, age, unit, station and address) to—

(*a*) and (*b*) *deleted;*
(*c*) the P.M.O.;
(*d*) the Air Ministry.

Digitized by Google

In the event of a military case being admitted to a R.A.F. hospital, notification by signal should be sent to the deputy director of medical services of the military command in which the station is situated. He will also arrange for the isolation and treatment of the case. On confirmation of the diagnosis, he will complete Form 418 in accordance with the instructions contained in clause 1.

7. If a case of small-pox occurs, the medical officer will signal the information to the P.M.O., in addition to taking the action directed in clause 1. He will also, by arrangement with the C.O., re-vaccinate those of the contacts who have not been successfully vaccinated within two years, and also, as far as possible, all other officers, members of the nursing service, and airmen who have not been successfully vaccinated within the last five years.

8. Serious epidemics of disease, or cases of infectious disease of rare occurrence, occurring at any station will form the subject of special reports by the P.M.O.

1419. Inquest and Post-Mortem Fees.—1. A medical officer (including a civilian medical practitioner who ordinarily performs the duties of a medical officer) giving evidence in a coroner's or other court as to the treatment, condition or cause of death of a service patient will be regarded as attending court as part of his official duty, but will make application for the reimbursement of his expenses or for the payment of any fee due to him in connection with his attendance. Subject to clause 2, such monies and fees will, however, be surrendered by him to the accountant officer of his station for credit to air force funds.

2. Where a medical officer is requested under the Coroners Acts to conduct a post-mortem or special examination, he will in all cases be permitted to retain the fee tendered for either of these services, but where he receives a joint fee for making a post-mortem or special examination and attending to give evidence at an inquest on the body, he will be required to surrender, for credit to air force funds, the balance in excess of the normal fee for the examination.

1420. Private Health Certificates.—1. Officers of the medical branch and civil medical practitioners employed on air force duties are prohibited from giving—

(*a*) private certificates or statements to individual officers, airmen or civilian employees on questions connected with their health which may have to be adjudicated on by medical boards or other official authorities (except as provided for in clause 2);

(*b*) advice or assistance to public companies or private individuals on subjects connected with their official duties; and

(*c*) certificates or testimonials to the patentees or vendors of any proprietary articles or inventions.

2. At the request of an officer, airman or civilian employee who has insured against accident or disease, and in order to enable him to obtain insurance benefits, the officer or civil practitioner who is in medical charge will furnish him with a certificate as to the nature and duration of the disability for which he is or may have been under treatment.

3. When certificates on questions connected with health are required by an adjudicating authority they will be called for by a competent air force authority.

Digitized by Google

4. *Deleted.*

1421. Accidents to Air Force Personnel—Third Party Claims.—1. Requests for medical reports or for facilities to carry out examinations by outside medical practitioners in connection with third party claims and litigations arising out of accidents in which air force personnel sustain injury will be dealt with in accordance with the following rules.

2. Where the injury was sustained by personnel whilst not on duty, medical reports may be furnished on the authority of the air or other officer commanding, to the officer or airman concerned or the solicitors acting on his behalf, or to an opposing party, provided that any report so furnished is confined strictly to medical details and contains a statement that it represents the personal opinion of the reporting officer only, and is not in any way binding on the Air Ministry. In making such reports, medical officers will not, unless such information is specifically requested, express any opinion as to the degree of disablement, but when such an opinion is given, it should be explained to the officer or airman concerned that, should he ultimately be invalided, the degree of disablement for non-effective purposes will be determined by the Air Ministry and that the assessment given in the report will not be held to bind the Air Ministry in any way. Facilities for the medical examination of injured officers or airmen by civil medical practitioners may also be given when the accident occurred off duty. The consent of the officer or airman should always be obtained, in writing, before any action is taken; if this is refused, or if the patient's condition makes it impossible to obtain his consent, the correspondence should be referred to the Air Ministry for decision. Whenever possible, correspondence should be conducted through the officer's or airman's solicitor, and copies of any reports furnished should invariably be sent both to the Air Ministry and to the officer or airman (or to his solicitor).

3. Where the injury was sustained by personnel whilst on duty, requests for medical reports or for facilities for examination by a civil medical practitioner will be forwarded to the Air Ministry for decision, together with any report which it is recommended should be sent, and the written consent of the officer or airman. Any action which may be considered desirable will then be taken by the Air Ministry. In an oversea command, however, the case may be dealt with as if under clause 2, provided that it is considered that the delay caused by reference to the Air Ministry would gravely prejudice the officer's or airman's chances of obtaining third party compensation, and that the giving of the medical reports is unlikely to prejudice the officer's or airman's case.

4. The above procedure will be adopted for ex-officers and ex-airmen who have been invalided from the service and are retained in hospital as civilian patients.

Section II.—Medical Boards and Examinations.

1428. Applicability of Regulations.—The regulations in this section concerning the medical examination and boarding of officers will apply with the necessary modifications to members of the nursing service and to airman pilots.

Digitized by Google

1429. Medical Boards—Composition.—Except when otherwise provided, a medical board will normally consist of three medical officers, of whom the president shall be an officer of or above the rank of squadron leader.

1430. Medical Standards of Fitness for Officers of the General Duties Branch.—1. (*a*) Officers under thirty years of age must be fit for full flying duties.

(*b*) Officers between the ages of thirty and forty must be either—

(i) fit for full flying duties, or

(ii) fit for general service and for limited flying duties.

(*c*) Officers of the age of forty or over must be fit for general service. Fitness for flying duties is not essential.

(*d*) Officers employed as combatant passengers must be fit for full duties as such.

2. When an officer is examined in accordance with para. **1432** and is found by the Central Medical Board, or by a medical board specially approved by the Air Ministry, to be permanently below the medical standard prescribed in clause 1 or unlikely to reach that standard within a reasonable time, the Air Council will decide whether it is possible to retain him in the service on duties within his medical classification, or whether he shall be invalided or shall relinquish his commission (*see* paras. **3539** and **3539A**).

3. Officers of the general duties branch will be medically classified on examination, up to the full extent of their fitness and irrespective of age limitations. When, however, the Air Council decide to retain an officer who has been withdrawn from flying or combatant passenger duties he will only be medically classified up to the standard required for non-combatant passenger and ground duties at home and abroad.

1431. Medical Standard of Fitness for Officers of Branches other than the General Duties Branch.—The standard of physical fitness required of officers of branches other than the general duties branch is that they labour under no constitutional or mental disease or weakness, imperfection or disability which may interfere with the efficient discharge of their duties in any climate, in peace or war.

1432. Conditions under which Boards are convened.—1. An officer considered to be below the standard of fitness as laid down in paras. **1430** and **1431**, or when it is otherwise deemed advisable, will be brought before a medical board authorised by—

(*a*) *C.O. of the hospital.*

(i) On discharge from hospital.

(ii) On a proposal for invaliding.

(iii) Abroad, when it is proposed to transfer him on medical grounds to the United Kingdom.

(*b*) *Competent medical authority.*

(i) Whilst on duty in a unit.

(ii) After a period of non-effectiveness due to illness or injury, provided that in both (i) and (ii) resumption of the previous medical standard is unlikely within a reasonable period. An officer remaining in hospital will be medically boarded

Digitized by Google

in any case not later than three months after his admission, and thereafter at three-monthly intervals so long as he remains in hospital. The P.M.O. of the command on the strength of which the officer is held will arrange with the hospital concerned for this to be carried out. (*See also* para. **1512,** clause 2.)

(iii) Prior to proceeding on duty abroad, if found to be suffering from, or to have suffered from, a condition likely to be aggravated by foreign service to the extent of becoming an invaliding disability.

(iv) In accordance with the regulations and instructions governing the Central Medical Board, as laid down in para. **1440,** to which cases arising out of (iii) will be referred.

(v) As instructed by the Air Ministry.

(*c*) *Air Ministry.*

(i) In accordance with the regulations and instructions governing the Central Medical Board, as laid down in para. **1440.**

(ii) As otherwise deemed necessary.

2. An officer serving overseas who is selected for an appointment under a dominion, colonial or foreign government will, before proceeding to take up such appointment, be brought before a medical board authorised by the competent medical authority of the command in which he is serving.

3. An officer returning from duty under a dominion, colonial or foreign government and posted direct to a command overseas without returning to the United Kingdom, will, at the first opportunity, be brought before a medical board authorised by the competent medical authority of the command to which he is posted.

1433. Procedure for Initiating a Board Authorised by Competent Medical Authority.—1. Form 42 will be completed, in accordance with the instructions laid down in para. **1443,** by the medical officer of the unit who will state clearly his opinions, as requisite, and forward, through the usual channels, a written request for a medical board.

2. Form 48 (complete) will invariably accompany the application.

3. On receipt of the application by the competent medical authority instructions will be issued as follows:—

(*a*) If a board is approved—the unit will be informed accordingly, the date and place stated, and Form 48 forwarded to the president of the board.

(*b*) If a board is not approved—the unit will be so informed, and the medical documents returned through the usual channels.

1434. Findings of Boards.—Officers will be classified in respect of their medical fitness to perform both air and ground duties within the standards laid down, in accordance with the following procedure:—

(*a*) The letter "A" will represent "FITNESS FOR AIR DUTIES" and "B" will represent "FITNESS FOR GROUND DUTIES."

Digitized by Google

(*b*) A series of numerals qualifying fitness for air duties will be added, as requisite, after the letter "A," viz.:—

1....full flying duties.
2....limited flying duties.
3....combatant passenger (piloting excluded).
4....non-combatant passenger.

(*c*) Letters will subsequently be added after both "A" and "B" for the purpose of indicating limitations of fitness, as follows:—

h....home service (including service in one of H.M. ships based on a home port so long as the ship is not ordered to tropical waters) and service in Western Europe unless the latter is specifically excluded by the medical board.
t....temporarily unfit.
p....permanently unfit.

Unless otherwise indicated an officer will be assumed to be fit for general service.

1435. Completion and Disposal of Forms Used.—1. Form 657 (medical board summary) will be completed and copies passed to the—

(*a*) officer to whom it refers, whose address will be given if sick leave has been recommended;
(*b*) C.O. of the unit;
(*c*) headquarters of the command or group, as applicable;
(*d*) Air Ministry (at home);
(*e*) board office records.

2. Form 47 will be completed and copies passed to the—

(*a*) Air Ministry (in duplicate for (i) officers invalided or granted sick leave to the United Kingdom from abroad; (ii) naval and marine officers attached for service with the Fleet Air Arm; (iii) airmen);
(*b*) competent medical authority of the command on whose strength the officer or airman is borne.
(*c*) board office records.

3. Form 46 (card and flimsy) will be completed from Form 47. The card will be forwarded to the Air Ministry through the competent medical authority and the flimsy will be placed in Form 48, which will be immediately despatched to the unit or hospital concerned.

1436. Disposal of Officers.—1. An officer will be disposed of as follows:—

(*a*) To duty—and ordered to report to the C.O. of the unit or to the Air Ministry if not on the strength of a unit, if he is found fit for duty in any of the above classifications.
(*b*) To sick leave—when the recommendations and procedure are to be strictly in accordance with the instructions contained in Chapter XVIII—

(i) for a period not exceeding one month, if it is considered that the officer does not require in-patient hospital treatment, and if he will be fit for duty at the conclusion thereof: the medical classification for which the officer

Digitized by Google

will be fit, qualified by the period of leave recommended, will be entered in the appropriate place on the forms used, and the officer will be instructed to report to duty accordingly, or for re-examination if it is deemed advisable prior to return to duty.

(ii) for periods exceeding one month, on the recommendation of a medical board at home, or of the headquarters or other approved medical board abroad.

(iii) when an officer is desirous of obtaining special treatment not provided by the State, or when the board considers such treatment advisable, the board may recommend that he be granted sick leave for such period, within the limits allowed by the regulations, as is necessary to carry out the treatment. He will then be placed in the appropriate classification and the period of leave recommended will be stated. The board may grant the officer forthwith leave not exceeding one month, but if it recommends leave exceeding one month the officer will not remain on leave beyond one month unless the recommendation has been confirmed by the Air Ministry.

(*c*) To hospital—when admission will be effected in accordance with the instructions laid down in para. **1604.**

2. If an officer is sent on leave pending instructions from the Air Ministry he will be directed to apply to the Air Ministry in writing in the event of his not receiving instructions within ten days.

1437. Procedure for Subsequent Boards.—1. An officer in respect of whom a medical board has been convened under para. **1432,** will be re-examined subsequently until such time as he has reached the standard of fitness required of him, or until his medical position has become stabilised. When possible, such re-examinations will be ordered to take place at intervals of not less than two months, nor more than six months.

2. Form 48 will be disposed of as laid down in para. **2336,** clause 3 (*d*).

3. Re-examination of an officer, who has on two occasions been medically boarded on account of the same disability, will invariably be conducted by the Central Medical Board at home, or by the headquarters or other approved medical board abroad. Where, however, an officer is in hospital awaiting the fitting of a surgical appliance and the C.O. considers that in-patient treatment is not required he may re-board him as often as necessary without regard to the above limitation. The officer must, however, be finally boarded at the Central Medical Establishment.

4. Officers on sick leave granted under para. **1436,** clause 1 (*b*) (iii), will report in writing to the Air Ministry, three weeks before the expiration of their leave, when the necessary arrangements for a medical board will be made under instructions from the Air Ministry.

5. Officers who have been placed on half-pay for medical reasons will be re-boarded whenever ordered by a previous medical board. Such re-boardings are to be effected not less frequently than once every six months.

Digitized by Google

1438. Non-Attendance at a Board.—If an officer is an absentee from a medical board, the fact will be reported the same day by the president of the board to the—

(*a*) air or other officer commanding concerned, if the officer is on the strength of a unit;

(*b*) Air Ministry, if the officer is not on the strength of a unit.

1439. Disability Compensation.—1. When an officer's condition is assessed for purposes of disability retired pay or other compensation, the board will not express any opinion either to the officer examined or in the board proceedings, whether the officer is entitled to compensation or as to the amount of it, nor will the board inform the officer how the disability has been assessed.

2. An officer who wishes to inquire as to disability compensation should be instructed to apply in writing to the Air Ministry.

1440. The Central Medical Board—Composition and Functions.—1. The Central Medical Board will normally consist of a president and members drawn from medical officers borne on the strength of the Central Medical Establishment, and such other serving officers, together with specially appointed civilian medical practitioners, as may from time to time be detailed by the Air Ministry.

2. *Deleted.*

3. Officers, candidates for commissions in the general duties branch, and others, will be sent for examination before the board as follows:—

(*a*) Under arrangements made by the Air Ministry—

(i) Officers of the R.N., R.M. and regular Army on secondment or attachment to the R.A.F. for flying duties.

(ii) Ex-officers, whether previously pilots or not, who apply for commissions in the general duties branch.

(iii) Candidates for direct entry on short service commissions in the general duties branch.

(iv) Candidates for direct entry on permanent commissions in the general duties branch after nomination by recognised universities.

(v) Candidates for the R.A.F. College.

(vi) Officers, cadets and others who may be referred for an opinion as to their fitness for duty in the R.A.F.

(vii) On the return on sick leave from abroad of an officer who is not admitted direct to hospital.

(viii) Officers who have been found permanently unfit for further service by another medical board.

(ix) Such individuals as may be sent from time to time by the Air Ministry.

(x) Officers serving at home selected for employment under a dominion, colonial or foreign government and officers returning from such employment to the United Kingdom.

(xi) Candidates for entry into the equipment, accountant, medical and chaplains branches and into the Princess Mary's R.A.F. Nursing Service.

Digitized by Google

(*b*) Under arrangements made by headquarters of groups at home or commands abroad—

(i) Officers and airmen who are due to learn to fly.

(ii) Officers and cadets who may be referred for an opinion as to their fitness for duty in the branch to which they belong.

(iii) Airmen selected for permanent commissions.

4. The board, when examining officers and others under clause 3 (*a*) (i) to (v) and (xi) and (*b*) (i), will conform to the method of examination and the physical standards laid down in A.P. 130.

5. The board, when examining officers and others under clause 3 (*a*) (vi) to (viii) and (*b*) (ii), and officers under clause 3 (*b*) (i) who are found unfit to learn to fly, will comply generally with the provisions of paras. **1430** to **1439.**

1441. The Central Medical Board—Proceedings.—In recording the proceedings of the Central Medical Board the following forms will be used:—

(*a*) Officers and candidates examined under para. **1440,** clause 3 (*a*) (i) to (v) and (xi), who are—

(i) passed fit for the full duties of the branch concerned—Forms 827, 826 (card and flimsy), and 58, or

(ii) found temporarily unfit, or rejected as unfit for the full duties of the branch concerned—Forms 827 and 58.

(*b*) Officers and airmen examined under para. **1440,** clause 3 (*b*) (i), who are—

(i) passed fit to learn to fly—Forms 827, 826 (card and flimsy), 58 and 657; or

(ii) found temporarily or permanently unfit to learn to fly—Forms 827, 47, 46 (card and flimsy) and 657.

(*c*) Officers and cadets examined under para. **1440,** clause 3 (*a*) (vi), (vii) and (x) and (*b*) (ii)—Forms 827, 47, 46 (card and flimsy), and 657.

(*d*) Officers examined under para. **1440,** clause 3 (*a*) (viii), when the finding of the previous board—

(i) is concurred in—Forms 827, 847A, 47, 46 (card and flimsy), and 657; or

(ii) is not concurred in—Forms 827, 47, 46 (card and flimsy), and 657.

(*e*) Individuals examined under para. **1440,** clause 3 (*a*) (ix)—such forms as may be directed by the Air Ministry.

(*f*) Airmen examined under para. **1440,** clause 3 (*b*) (iii), who are—

(i) passed fit for the full duties of the branch concerned—Forms 827, 826 (card and flimsy) and 657;

(ii) found temporarily or permanently unfit for the full duties of the branch concerned—Forms 827, 46 (card and flimsy), 47 and 657.

1442. Completion and Disposal of Forms used by Central Medical Board.—1. When an officer or candidate is found unfit for full flying duties, the reason will be stated in non-technical terms, and, if he is

Digitized by Google

temporarily unfit, the treatment recommended (if any), together with the date on which re-examination is considered advisable, will also be stated.

2. Forms 827, 826 (card and flimsy), and 58 will be signed by the president of the board and disposed of as follows:—

Form 827 will be retained and filed in the board office.

Form 826 (card) will be forwarded to the Air Ministry.

Form 826 (flimsy), when used under para. **1441** (*a*) (i), will be forwarded with Form 826 (card); when used under para. **1441** (*b*) (i) and (*f*) (i), it will be placed in Form 48.

Form 58 will be forwarded to the Air Ministry (in duplicate for airmen).

3. Forms 47, 46 (card and flimsy), 48 and 657 will be completed and disposed of in accordance with the instructions laid down in para. **1435.**

4. Form 847A will be completed in duplicate and signed by the president and members of the board. The original will be forwarded to the Air Ministry and the copy filed in the board office.

1443. Medical Examinations—Officers.—1. An officer will be medically examined by the medical officer of his unit on the following occasions:—

(*a*) For the completion of the annual confidential report.*

(*b*) Before he is taught to swim, as provided in para. **458.**

(*c*) Before he is permitted to qualify in physical training as required by para. **463.**

(*d*) If newly attached from the R.N. or R.M. or seconded from the Army, on joining a flying training unit, if more than three months have elapsed since the last medical board (*see* para. **713,** clause 1, as to previous examination by a medical board).

(*e*) On being posted or attached for duty abroad, as required by para. **937,** except when such posting or attachment is made within three months of—

(i) being appointed to a commission on passing out of the R.A.F. College (but *see* para. **1445**); or

(ii) being examined under (*a*) above, provided that the medical officer is satisfied that there has been no deterioration since the last examination. The Forms 48 of all such officers will be carefully scrutinised, having regard to para. **1452.**

(*f*) Before he is permitted to resume flying duties as required by para. **713.**

(*g*) After a flying accident, as provided in para. **1444.**

(*h*) When being tried by court martial, as provided in para. **1248.**

(*j*) After discharge from a civil hospital.

(*k*) When examination is required for any reason.

(*l*) Before participating in games, etc., after injury or illness, as required by para. **1455.**

(*m*) Prior to leaving his unit to attend a course at the Anti-Gas School.

2. On the occasions referred to in clause 1, except under (*b*), (*c*), (*h*), (*l*) and (*m*) and on the occasions dealt with in para. **1444** when the individual

* A senior officer on whom an annual confidential report is not rendered will be medically examined annually if he flies as a pilot.

Digitized by Google

has not been detained in or admitted to hospital or sick quarters, Forms 42 and 43 will be used for recording the results of the examination. Form 42 (card) will be sent to the competent medical authority for transmission to the Air Ministry as directed in para. **1498**; Form 42 (flimsy) will be inserted in the officer's Form 48. Form 43 will be retained as the sick quarters' record of the examination.

3. *See also* paras. **1444** and **1445**, clause 3.

1443A. Medical Examinations—Flight Cadets.—A flight cadet will be medically examined towards the end of his second term and again immediately prior to the completion of his final term at the R.A.F. College. He will also be examined, as occasion may require, under the regulations laid down for an officer in paras. **1443** and **1444**, similar forms being used and disposed of as there provided.

1444. Examination after Flying Accident.—Whenever a flying accident as defined in para. **1326**, clause 1, occurs involving such injury to the aircraft that the damage has extended beyond the undercarriage, wing-skids or tail-skid or airscrew, the occupants, whether apparently injured or not, will be brought immediately before the medical officer of the station for examination. When the damage to the aircraft does not so extend only such occupants as have received injury of a more than superficial nature will be examined. (*See* para. **2312**.)

1445. Officers Unfit for Full Duties.—1. When an officer is found by a medical board to be below the standard of medical fitness required of him on account of a disability, other than of a purely temporary nature, his case will be referred to the Air Ministry, through the usual channels, with a view to a decision being obtained as to his continuance in the service.

2. When examining an officer in accordance with para. **1443**, the medical officer will immediately acquaint the C.O. if he considers the officer to be unfit on account of a disability (other than temporarily) for the duties of the branch in which he is serving or for the medical classification in which he was placed by the medical board (if any) by which he was last examined. The C.O. will forward the report (attaching the officer's Form 48) to the competent medical authority.

3. When examining an officer as to his fitness for service abroad the medical officer, if he finds that the officer is suffering from, or has suffered from, a condition likely to be aggravated by foreign service to the extent of becoming an invaliding disability, will forward a report as laid down in clause 2.

4. The competent medical authority, on receipt of a report forwarded under clause 2 or 3, will, if he concurs, arrange for the officer to be examined by a medical board as laid down in paras. **1432**, clause 1, and **1440**.

1446. Medical Boarding and Examinations of Airmen.—1. An airman will be brought before a medical board on the following occasions:—

(*a*) When he is selected for training as a pilot (*see* para. **506**), or as a flying instructor (*see* para. **506A**).

Digitized by Google

(*b*) When he is considered by the medical officer to be medically unfit to re-engage (*see* para. **615**).

(*c*) On claiming a disability on discharge or transfer to the reserve or on being found medically unfit for conversion of reserve service to regular air force service.

(*d*) When he is brought forward for invaliding.

(*e*) When selected for employment under a dominion, colonial or foreign government and when returning to air force duty from such employment.

(*f*) A pilot (including an airman under flying instruction) will be medically boarded in the same circumstances (where applicable) and under the same procedure as that laid down for an officer in paras. **1432** to **1442**, except that he will be eligible for sick leave only to the extent admissible for an airman.

(*g*) Abroad, when it is proposed to transfer him on medical grounds to the United Kingdom.

(*h*) When selected for a cadetship or a permanent commission.

2. An airman will be medically examined by the medical officer on the following occasions:—

(*a*) Before he is permitted to qualify as a physical training instructor, as required by para. **463.**

(*b*) When he is detailed for service abroad—as to his fitness for duty in the country to which he is proceeding (*see* para. **601**). The Forms 48 of all such airmen will be carefully scrutinised, having regard to para. **1452.**

(*c*) When he is sentenced to detention or imprisonment (*see* para. **1200**).

(*d*) Before he is taught to swim (*see* para. **458**).

(*e*) After a flying accident, as required by para. **1444.**

(*f*) When he applies to extend his service, to prolong his engagement, to re-engage or to continue in the service (*see* Section V of Chapter X). An airman will not be rejected for minor defects or trivial ailments which do not interfere with the efficient performance of his duties whether at home or abroad: any such minor defects or ailments will be noted on Form 78 or 82, as appropriate. If an airman is fit for general service at home or abroad the fact will be so stated on the form.

(*g*) When his fitness to perform the duties of his trade is called into question. The medical officer will forward to the C.O. the relevant Form 48, together with a report on Form 39 stating his opinion as to the airman's fitness and whether any disability, wound or injury from which he may be suffering is, or is not, attributable to service in the armed forces of the Crown or whether it is due to his own misconduct. If the medical officer is of opinion that the airman is unfit to perform the duties of his trade, the C.O. will refer the case to the air or other officer commanding for decision as to the action to be taken. The medical officer will dispose of the card copy of Form 39 in the usual manner.

(*h*) Before selection for training as a pilot, air observer or air gunner, as required by para. **506** or **1454.** The medical officer's report will be disposed of as laid down in para. **1443**, clause 2.

Digitized by Google

(*j*) Before he is permitted to resume flying duties, as required by para. **713.**

(*k*) When he is unable to wear service boots, as required by para. **2539.**

(*l*) When he is being tried by court martial, as provided in para. **1248.**

(*m*) An airman pilot (including an airman under flying instruction) will be examined in the same circumstances and under the same procedure as that laid down for an officer in paras. **1443** and **1444.** When remustered to his trade and retained in flying practice he will be medically examined annually on Forms 42 and 43, the forms being headed "Airman Pilot remustered—K.R. 506 (13)."

(*n*) Before selection for training in trades of wireless operator, wireless operator mechanic, armourer, fitter (armourer), photographer, electrician and motor boat crew as required by para. **391.**

(*o*) If an air gunner or air observer, annually or after sickness, as laid down in para. **1454,** clause 4.

(*p*) When selected for the senior armament instructors' course, as required by para. **1454A.**

(*q*) Six months before the date of becoming due for transfer to the reserve or discharge (if eligible for reserve service), as required by para. **653,** clauses 1, 1A and 1B.

(*r*) *Deleted.*

(*s*) X-ray workers at least every six months as required by A.P. 1269, para. 445, clause 3.

(*t*) Before participating in games, etc., after injury or illness, as required by para. **1455.**

(*u*) When recommended by an A.O.C. for a cadetship or a permanent commission.

(*v*) Prior to leaving his unit to attend a course at the Anti-Gas School.

(*w*) Before leaving his unit to commence flying training, as required by para. **506,** clause 2A.

(*x*) When selected for training for tug-of-war competitions.

(*y*) When selected for training as a towed target operator, as provided in para. **1454B.**

1447. Medical Examination of Recruits and Reservists rejoining for Regular Service.—1. The medical examination of a recruit, or reservist rejoining for regular service from Class "E" reserve, will be recorded in the first instance on Form 36, which will be completed and retained by the Medical Inspector of Recruits. If the recruit or reservist is found fit for service, Form 35 will be prepared from Form 36. For a recruit Form 35 (card and flimsy) will then be forwarded to the Officer i/c Records (attestation section), who after the recruit has been attested, will insert his official number on the card and flimsy and dispose of them as follows:—

(*a*) The flimsy as directed in para. **2168.**

(*b*) The card to the Air Ministry.

For a reservist the flimsy will be enclosed in the current Form 48 and the card disposed of as at (*b*) above.

Digitized by Google

2. An interrogatory form (Form 62) will be completed and signed by the recruit in the presence of the examining medical officer who will also sign it at the time of the medical examination. On completion, the form will accompany the recruit's other documents to No. 1 R.A.F. Depôt, and, after attestation, it will be forwarded to the Officer i/c Records for filing with his attestation paper.

1448. Medical Boards on R.A.F. Personnel in Naval or Military Hospitals—

Officers.

1. When an air force officer (a patient in a naval or military hospital) is brought before a medical board, an air force medical officer should where possible serve as a member of the board as indicated below for airmen, and the proceedings will be submitted to the P.M.O. of the appropriate command for his approval and disposal.

2. Where invaliding from the service is contemplated, air force officers who are patients in naval and military hospitals at home will where possible be transferred to an air force hospital, Forms 39 and 41 being completed by the officer commanding the naval or military hospital.

Airmen.

3. *Home Commands.*—When for the purpose of invaliding it is proposed to hold a medical board on an airman who is a patient in a naval or military hospital at home the following procedure will be adopted (the disposal of an airman who has undergone amputation of a limb is dealt with in para. **1665**, clause 3):—

(*a*) The officer commanding the hospital will notify the airman's unit that the airman will be brought before a medical board, and ask for the airman's service documents and for the address of the P.M.O. of the command to which his unit belongs. He will also apply to the Officer i/c Records for any Forms 496 and 497 relating to the medical survey of the airman on the termination of the Great War, and for Form 62 if the airman enlisted subsequently to 1st June, 1921, and for any Forms 551 in respect of his service.

(*b*) On receipt of the documents referred to in (*a*), part 2 of Form 496 will be completed by the airman and parts 1 and 3 by the medical officer in charge of the case.

(*c*) All the documents will then be submitted by the officer commanding the hospital to the P.M.O. of the air force command in which the airman's unit is included, for his decision whether the airman is to be brought before a medical board or not. The officer commanding the hospital will, at the same time, inform the P.M.O. of the date and place of sitting of the proposed medical board, and request that an air force medical officer may be detailed to act as a member during the consideration of the airman's case.

(*d*) If the proposal to bring the airman before a medical board is approved, the officer commanding the hospital will arrange for the assembling of the board which will record its conclusions in part 4 of Form 496.

Digitized by Google

(*e*) The board proceedings will then be submitted to the P.M.O. of the air force command for his approval and authority for action in accordance with the recommendations of the board.

(*f*) If discharge from the R.A.F. is approved, leave will be authorised under para. **1395** or **1404** and discharge effected as from the date on which such leave expires.

(*g*) On the airman being granted leave the officer commanding the hospital will despatch all documents to the Officer i/c Records and will notify him of the date on which the leave will expire.

4. *Abroad.*—(*a*) The officer commanding the hospital will notify the airman's unit that the airman will be brought before a medical board and ask for the airman's medical history envelope (Form 48), if not already in his possession, and for the address of the area headquarters to which his unit belongs. If, in special circumstances, reference to the airman's other service documents is necessary these will be applied for at the same time, but will be returned as soon as possible to the C.O. of the airman's unit.

(*b*) Form 496 will then be completed as laid down in clause 3 (*b*) above.

(*c*) Forms 496 and 48 (and Form 833 in cases of mental disease) will then be submitted by the officer commanding the hospital to the P.M.O. of the air force command in which the airman's unit is included, for his decision whether the airman is to be brought before a medical board or not. The officer commanding the hospital will at the same time inform the P.M.O. of the date and place of sitting of the proposed medical board, and request that an air force medical officer may, if possible, be detailed to act as a member during the consideration of the airman's case.

(*d*) If the proposal to bring the airman before a medical board is approved, the officer commanding the hospital will arrange for the assembling of the board, which will record its conclusion in part 4 of Form 496.

(*e*) The board proceedings will then be submitted to the P.M.O. of the air force command for his approval and authority for action in accordance with the recommendations of the board and for return to the officer commanding the hospital.

(*f*) The P.M.O. will take such administrative action as is necessary to ensure that the personnel staff of the air force headquarters and the airman's unit are informed of the findings of the board.

(*g*) In the event of the airman being evacuated from the hospital to the United Kingdom, Form 48 together with the board proceedings will be despatched—

(i) to the O.C. troops of the ship in which the airman is proceeding—if by hired sea transport.

(ii) to the Officer i/c Records, R.A.F.—if by packet or overland passage.

(iii) to the S.M.O. of the ship—if by R.N. vessel.

Digitized by Google

(*h*) The officer commanding the hospital will notify the airman's unit, and headquarters of the air force command, of the date of evacuation of the airman.

(*i*) The C.O. of the unit will complete all necessary entries in the airman's other service documents and despatch them forthwith to the Officer i/c Records.

(*j*) The headquarters of the command will ensure that no delay occurs between the notification of the airman's departure from hospital to the United Kingdom and the despatch of his service documents to the Officer i/c Records.

5. The air force medical officer referred to in clauses 3 (*c*) and 4 (*c*) will act on the board mainly in an advisory capacity, especially in the matter of the completion of board forms in accordance with air force regulations, and in order that the board may be in a position to appreciate the physical standards which are observed in the R.A.F. with particular reference to special air force trades and conditions. The detailing of a medical officer for the duty will be subject to the exigencies of the service, and P.M.Os. will co-operate with a view to ensuring the most economical arrangements and preventing unnecessary travelling.

1449. Medical Examination of Civilian Employees.—1. A civilian employee will, on engagement (unless casually employed for less than six working days), be examined by a medical officer as to his or her physical fitness for employment, before being allowed to proceed to work. The examination will be conducted and certificates given as laid down in A.P. 826.

2. Before a civilian employee, whether permanent or temporary, proceeds to take up his official duties abroad, he must be certified by a medical officer as being free from any constitutional or mental disease, weakness, imperfection or disability, which might interfere with the efficient discharge of his duties in the country to which he is proceeding.

3. When a civilian employee is injured by an accident, the medical officer will provide the C.O. with a report on the injury on Form 1664 as soon as possible after the occurrence.

4. A civilian employee will be medically examined as directed in A.P. 826, before he can be permitted to go into the air.

1450. *Deleted.*

1451. Proceedings Confidential.—As any preparatory statement by a medical officer in charge of a case and the proceedings of medical boards on officers and airmen are strictly confidential, care should be taken by members of the board and any other persons dealing with the proceedings to ensure that no information is disclosed to the person boarded other than that provided for in the giving of the medical board summary (Form 657) to an officer on conclusion of the board proceedings.

1452. Prevention and Detection of Tuberculosis.—1. With a view to the prevention and detection of tuberculosis, medical officers and civilian

Digitized by Google

medical practitioners engaged for attendance on air force personnel will observe the procedure laid down in clauses 2 to 7.

2. Every officer and airman will be weighed on the following occasions:—

(*a*) On detention in station sick quarters.
(*b*) On admission to hospital.
(*c*) On reporting to his unit after sickness on leave.

The weight, in stones and pounds, to the nearest pound, will be recorded, immediately after weighing, on Form 522 (Weight Record Card) unless it has been so recorded within the previous three months. The weighing of the subject, stripped, will take place under the direct supervision of the medical officer, who, at the time of recording the weight, will note any progressive loss of weight and take action accordingly. Form 522 will be kept in Form 48 as enclosure "1A." Scales will be tested in accordance with para. **2430.**

3. Every case admitted to hospital or sick quarters for a disability which is a possible forerunner of tuberculosis will be subjected, before discharge to duty, to a clinical examination specially directed towards the detection of tuberculosis. The result of this examination will be briefly recorded on the relative Form 39 and if there should be reason to suspect that the present illness may be tubercular in nature a note to this effect will be added. The officer or airman will then be kept under observation by the medical officer of the unit, and further general and sputum examinations will be carried out by him each month until it can be assumed that the grounds for this suspicion no longer exist. Record of the monthly examinations will be kept in a special book and the weight will be entered on Form 522. When the monthly examinations are discontinued a certificate to that effect will be forwarded to the Air Ministry through the usual channels. This certificate will state the enclosure number in Form 48 of the relative Form 39 referred to above and an entry will be made on the flimsy copy in red ink that the certificate has been sent. Should the officer or airman be posted to another unit whilst still under observation a notification stating "under observation K.R. and A.C.I. 1452" will be attached to the outside of his Form 48 and sent to his new unit with his other documents.

4. The weight and height of each airman (including an aircraft apprentice, apprentice clerk, and boy entrant) on entry will be extracted from Form 35 to Form 522 and will again be taken and recorded on the form on completion of training at No. 1 R.A.F. Depôt or, for an aircraft apprentice, apprentice clerk or boy entrant, between his fourth and sixth months of training. The height will be inserted in the fourth column of the form.

5. Form 150 (Abstention from Spitting) will be prominently displayed and renewed when necessary.

6. *Deleted.*

7. Whenever Form 496 (Medical Report on an Airman) is completed for the invaliding of an airman suffering from pulmonary tuberculosis, Form 496A will be completed by the medical board and will be attached to Form 496.

Digitized by Google

1453. Medical Boards on Naval, Army and Ministry of Pensions Pensioners.—1. Where the Admiralty, War Office or Ministry of Pensions requires a pensioner to be examined by a medical board and the department concerned has no facilities for holding a board, the pensioner may be examined by a R.A.F. medical board at the R.A.F. station nearest to his place of residence at which facilities exist for holding such a board.

2. A pensioner will be examined by a R.A.F. medical board only at the request of the department concerned which will be responsible for arranging for the board with the P.M.O. of the command in which the pensioner resides.

3. Normally no charge will be made against the department concerned in respect of such medical boards; but when sufficient R.A.F. medical officers are not available and it becomes necessary to employ a civilian medical practitioner to serve as a member of the board, the extra expense, e.g. payment of a fee to the civilian medical practitioner, will be recovered from the department responsible for the pensioner examined. In naval cases the opinion of one medical officer only is required and the employment of a civilian medical practitioner in these cases will not be necessary.

4. Where a specialist's opinion is necessary and a R.A.F. specialist is not available, the services of a civilian specialist may be engaged. The fee of the civilian specialist will be recovered from the department responsible for the pensioner. All such cases will be referred to the Air Ministry prior to the employment of the specialist in order that authority for the employment of the civilian specialist may be obtained from the appropriate department.

1454. Standard of Physical Fitness for, and Medical Examination of, Air Gunners and Air Observers.—1. An airman selected for training as an air gunner or air observer will be medically examined by a medical officer, who will complete Form 42 and dispose of the card and flimsy as laid down for officers in para. **1443,** clause 2.

2. The airman will be required to satisfy the standard laid down for combatant passenger and ground duties at home and abroad and will be classified, if fit, as A3B. If he does not satisfy this standard, he will be classified as " Unfit air gunner (or air observer) " and in addition his appropriate classification as an airman will be recorded, e.g. " Unfit air gunner—fit Grade 1."

3. Where reasonable doubt exists regarding an airman's fitness he may be referred, in home commands, to the Central Medical Board and, in overseas commands, to the headquarters medical board. Forms 46 and 47 only will be completed by the board and will be disposed of as laid down in para. **1435.**

4. Air gunners and air observers will be medically examined annually at such times, between 1st January and the end of February, as are most convenient to commands, and also after any period of sickness likely to interfere with their flying efficiency. Form 42 will be completed and disposed of as laid down for officers in para. **1443,** clause 2. Where an airman's fitness is in doubt he may be referred for a medical board as in

Digitized by Google

clause 3. The tests for colour vision will not be repeated at these examinations.

5. The C.O. of a unit on whose strength the air gunner or air observer is borne on the last day of February is responsible for ensuring that he has been medically examined.

1454A. Standard of Fitness of Airman Employed as Armament Instructor.—An airman employed as armament instructor is required to be fit for general service and to have normal or "safe" colour vision; *see* para. **1446,** clause 2 (*p*), as to medical examination.

1454B.—Standard of Fitness of Airman Employed as Towed Target Operator.—An airman employed as a towed target operator is required to be fit for general service, and to have visual acuity as for air gunner (*see* A.P. 130, Appendix J); *see* para. **1446,** clause 2 (*y*), as to medical examination.

1455. Medical Examination before Participating in Gliding, Games, etc., after Injury or Illness.—An officer or airman who has returned to duty after injury or illness will not be detailed or allowed to take part in gliding or in games or other forms of physical recreation until he has been examined by a medical officer and considered to be reasonably fit to participate.

SECTION III.—DUTIES OF MEDICAL OFFICERS.

The Principal Medical Officer (P.M.O.).

1457. Adviser to A.O.C.—The P.M.O. of a command is the responsible adviser of the A.O.C. on all medical and sanitary questions, and on all other matters affecting the health of the air forces in the command. He will have the right of direct access to the A.O.C. in his capacity as technical adviser, and will deal with all correspondence on medical matters at the headquarters of the command.

1458. Responsibility in regard to Hygiene.—1. He will satisfy himself that the duties of airmen are not injurious to health, that special care in this respect is bestowed on the training of newly enlisted airmen, particularly apprentices and boy entrants, and that the courses of physical training do not impose an undue strain.

2. He will exercise general supervision over the sanitary conditions of stations in the command, and will, in consultation with the D.P.M.O. (Hygiene), make such verbal or written recommendations as circumstances may demand for the prevention or mitigation of disease. He will maintain close co-operation with the works services in all matters involving structural or other engineering works. He will report to the A.O.C. all sanitary defects which cannot be dealt with locally.

3. He will, after consultation with the representative of the works services, report to the Air Ministry, through the A.O.C., the progress of important sanitary schemes and improvements.

1459. New Services and Alterations.—1. He will scrutinise, from the point of view of accommodation, ventilation, and drainage, all plans

Digitized by Google

prepared by the appropriate works officer, which will invariably be passed to him for approval and signature. Such plans will be approved by him prior to being passed to the Air Ministry or work being undertaken thereon. Plans relating to experimental stations under the control of the Air Member for Development and Production or to maintenance units under the control of the Air Member for Supply and Organisation will be submitted to the Air Ministry for approval of matters affecting accommodation, ventilation and drainage.

2. He will bring forward proposals for new services for maintaining the health of the air forces and for remedying defects of hygienic importance in works services for inclusion in the annual estimates of the A.O.C., to whom he will submit a list of such works arranged in their relative order of urgency.

1460. Administration.—1. He will be responsible for the proper administration of all medical establishments under his control, and, subject to the provisions of paras. **341** and **589**, for the distribution of medical personnel within the command.

2. He will see that the duties of medical officers are so arranged as to give them opportunity for keeping in touch with the medical problems connected with flying.

3. He will be responsible that medical boards and medical examinations are carried out in accordance with the regulations.

4. He will give particular attention to the training of medical and dental airmen within the command.

5. He will satisfy himself that the precautions taken at stations and medical establishments to ensure the protection of medical personnel from tuberculosis are adequate (*see* para. **1452**).

1461. Epidemic Disease.—Should an outbreak of epidemic disease occur he will at once ascertain through the D.P.M.O. (Hygiene) that the proper precautions have been taken. He will immediately report to the A.O.C. for the information of the Air Ministry, the occurrence of epidemic disease, whether among the air forces or the civil population. Serious outbreaks of disease among service personnel will be reported to the Air Ministry from all commands, at home or abroad, by signal.

1462. Inspections.—He will annually, and at other times as necessary, make a thorough inspection of every station in the command in order to maintain a thorough knowledge of medical and sanitary conditions existing thereat, and with a view to satisfying himself that the regulations generally on medical matters are complied with (*see also* para. **1852**).

1463. Forwarding Reports.—In forwarding reports or in submitting any question for the decision of higher authority, the P.M.O. will always state his own opinion thereon.

1464. Returns.—1. He will render to the Air Ministry a weekly return on Form 241 showing the general state of the health of the personnel of the command.

Digitized by Google

2. He will retain all the weekly sick reports (Forms 38) for the command for the thirteen weekly periods of each quarter commencing with the New Year. He will complete the reports as far as possible from Forms 39 received and will forward them to the Air Ministry one month after the completion of each period, accompanied by a nominal roll in duplicate of all officers and airmen in sick quarters or hospitals in the command on the last day of the period: the names will be grouped under the sick quarters or hospitals concerned.

3. He will render to the Air Ministry weekly all Forms 39 received from units in accordance with para. **1498.**

4. He will be responsible that all medical returns are accurately completed and forwarded as required by the regulations.

Deputy Principal Medical Officer (*D.P.M.O.*).

1465. Duties.—The D.P.M.O. will perform such duties as are allotted to him by the P.M.O. and, in his absence, will carry out the duties of the P.M.O.

Deputy Principal Medical Officer (*Hygiene*) [*D.P.M.O.* (*Hygiene*)].

1466. Adviser to Principal Medical Officer.—The D.P.M.O. (Hygiene) of a command is the advisory officer to the P.M.O. to whom he is directly responsible in matters relating to hygiene and sanitation within the command. It will therefore be his duty to inform himself in detail, by frequent inspection, of the hygienic and sanitary conditions prevailing at every station, to bring forward proposals for their improvement where necessary, and to watch and report on the progress of new works or alterations to existing works. In all such matters he will act in conjunction with the works services.

1467. Co-operation with other Authorities.—He will maintain a close co-operation with the county and local medical and sanitary authorities and with the medical authorities of the Army commands, with a view to giving and receiving early notification of the prevalence of disease and of the measures taken to combat it. He may be required to arrange for the isolation of infectious diseases in civil hospitals.

1468. Analysis and Tests.—1. He will periodically, and in special circumstances, take samples for analysis of food and drink used, and of sewage effluents at stations.

2. Abroad, he will arrange for the routine examination of station water supplies at least once each year, and for further analyses whenever the desirability of examination is indicated by special circumstances.

3. He will be present, or be represented, at all drainage tests and will certify as to the results of the tests.

1469. Sanitary Personnel.—He will satisfy himself that unit sanitary personnel is available at all stations.

Digitized by Google

1470. Instruction.—He will conduct such courses of practical and theoretical sanitary instruction for officers and airmen as may be required, and will see that medical officers take steps, in conjunction with their C.Os., to instruct officers and airmen in the dangers of venereal disease and in matters of personal hygiene.

1471. Notifiable Diseases.—1. He will keep the register of notifiable diseases.

2. He will be responsible that proper precautions are taken when a case of a notifiable disease occurs, and will investigate and report in writing to the P.M.O. the causes of any outbreaks of such diseases which may occur, and will advise as to any additional precautionary measures to be taken.

1472. Annual Report.—He will, as soon as possible after 31st December each year, make a report on the sanitary circumstances and the general health conditions prevailing in the command during the previous year. The report will be in triplicate, two copies being forwarded through the A.O.C. so as to arrive at the Air Ministry prior to 1st March and one retained by the P.M.O.

The Senior Medical Officer of an Independent Group or Wing (S.M.O.)

1473 to **1475.** *Deleted.*

1476. Independent Group or Wing.—The S.M.O. of an independent group or wing will perform the same duties, so far as the group or wing is concerned, as are laid down for the P.M.O. and D.P.M.O. (Hygiene) of a command in paras. **1457** to **1472,** except that he will not render the weekly return on Form 241 as required by para. **1464,** clause 1, neither will he retain Forms 38 for the quarterly period as laid down in para. **1464,** clause 2, but will forward the forms to the Air Ministry as soon as they have been received and checked. (*See* the definition of the expression "competent medical authority.")

The Medical Officer of a Station.

1477. Adviser to C.O.—The medical officer of a station will be in medical charge of the unit or units located at the station, and will be the responsible adviser of the C.O. of the station, or units, regarding the physical efficiency of officers and airmen, the prevention of sickness and maintenance of health, and the comfort and well-being of the airmen. He will take particular care to advise the C.O. of all matters affecting the physical and mental welfare of apprentices and boy entrants when any are present on the station. He will bring to the notice of the C.O. any officers or airmen engaged on flying duties whose physical efficiency is deteriorating through fatigue or other cause.

1478. Availability for other Duties.—In addition to his normal duties at his station he will be available for duty in hospital or for any other duty which he may be required by the competent medical authority to perform.

Digitized by Google

1479. Attendance on Officers, &c.—When no medical officer is specially appointed for such duties, he will attend all officers, families, and others allowed medical attendance under Section IV.

1480. Daily Sick Parade.—1. He will examine all the sick from the units under his charge daily at the sick quarters at an hour arranged by the C.O. of the station. He will show on Form 624 the diagnosis of each case and how it is disposed of, i.e. "hospital," "detained," "medicine and duty," or "light duty." When an airman reports himself sick unnecessarily, the word "duty" only will be entered on the sick report against his name. Notes on all individuals reporting sick will be made in S.O. Book 122 in accordance with the instructions given in A.P. 1269.

2. He will indicate on Form 624 the probable period during which an officer will be non-effective so as to enable the C.O. to comply with para. **339,** clause 2.

3. One copy of Form 624 will be passed to the C.O. of the unit concerned and a second copy will be retained at the sick quarters.

4. When a patient requiring hospital treatment is sent to a naval, military or air force hospital, the medical officer will forward a separate Form 624 (prepared in pencil in duplicate) to the C.O. of the hospital who will complete it and dispose of it as directed in para. **1604.**

1481. Medical Examinations and Inspections.—1. He will carry out examinations of officers and airmen as laid down in paras. **1443, 1444, 1446,** clause 2, and **1455.**

2. He will medically inspect airmen on the following occasions:—

(*a*) All airmen under his charge at such times as may be necessary, by arrangement with the C.O., in order to satisfy himself that their personal hygiene has been attended to.

(*b*) Airmen on change of station, as required by para. **1417.**

(*c*) Airmen detained, or undergoing detention in the service detention rooms, daily as required by para. **1215.**

(*d*) Airmen employed in doping rooms, quarterly.

(*e*) Airmen who are contacts of an infectious case, daily.

(*f*) *Deleted.*

(*g*) Airmen on return from leave.

(*h*) On return to his unit after a period of non-effectiveness for medical reasons.

1482. Deaths, &c.—He will at once report to the competent medical authority, and the C.O. of the unit concerned, all deaths which may occur, and whenever the condition of an officer or airman, whether arising from illness or accident, gives cause for anxiety. (*See also* para. **1498** as to the use of Form 39.)

1483. Air Experience.—1. He will take every opportunity of gaining air experience and of studying the medical aspects of flying, but he will not be in the air or absent from the station when flying is in progress during normal working hours without the sanction of the C.O. of the station. (*See also* paras. **714** and **823.**) He will not be regarded as absent from the station while visiting the families of airmen on the married establishment in accordance with para. **1509,** clause 3. The C.O. and the

Digitized by Google

duty pilot of the station will, however, be informed of the address to which the visit is being made and the probable time that the medical officer will be there.

2. A medical officer granted a permanent or short service commission, provided he is medically fit, may be given such training in flying as is possible, and, when qualified in accordance with para. **812**, will be allowed to wear the flying badge on service dress. He will not, however, be taken off duty to enable him to qualify, and his training must therefore be arranged by the air or other officer commanding as opportunity occurs. When a medical officer is placed under flying instruction, notification will be sent to the Air Ministry by the unit concerned through the usual channels.

3. A medical officer who has qualified as a pilot in accordance with para. **812** may, when facilities exist at the unit to which he is posted and provided he is medically fit, keep himself in flying practice. Unless, however, he has flown solo during the preceding three months and has had solo flying experience in the type of aircraft which it is proposed to fly, the C.O. will ensure that he receives adequate dual instruction in that type before he flies solo.

1484. Responsibility for Ambulances.—1. He will be responsible for all movements (except those in connection with maintenance, and as provided in para. **823**) of motor ambulances. Apart from the conveyance of the sick or injured, his written authority will be required for the use of motor ambulances; such authority will only be given for the conveyance of medical stores, or for other medical purposes.

2. He will represent the matter to the C.O. if he considers a driver detailed for ambulance work to be unsuitable.

3. If an ambulance is not available in a medical emergency, he will have prior claim on the transport of the station.

4. He may allow an airman's family (as defined in para. **1538**) to be conveyed in an ambulance to (but not from) hospital (when such conveyance is not provided by the civilian authorities) when suffering from an infectious disease and it is considered necessary for the safety of the air force personnel that they should be removed to hospital.

5. He may permit the use of service ambulances for the free conveyance to (but not from) hospitals of families of airmen on the married establishment in serious and urgent cases where the admission is authorised under the conditions laid down in para. **1533**, clauses 2 and 3, and para. **1534**, and where the special medical features of the case demand it, within the conditions laid down in para. **1536**.

6. *See also* para. **1956** (1) (*h*).

1485. Sanitary and Hygienic Conditions.—1. He will advise the C.O. of the station on sanitary matters, and will, as necessary, instruct the sanitary detachment in their duties, but it will be the responsibility of the C.O. to ensure that these duties are carried out.

2. He will inspect the whole of the station, including the married quarters at least once a week, and will keep a sanitary diary in which he will record all defects discovered. After each inspection he will pass the book to the C.O. of the station for his action, comment and

Digitized by Google

signature: for this purpose the right-hand page will be left blank. He will produce his sanitary diary at all inspections by higher authorities.

3. He will visit frequently all institute premises.

4. He will bring to the notice of the C.O. all defects in lighting or ventilation, and also any overcrowding that he observes.

5. He will advise the C.O. as to the necessity for providing suitable washing accommodation in places where lead, arsenic, or other poisonous substances are used, and of the importance of prohibiting airmen from taking their meals, or remaining during meal times, in any room where such substances are used.

6. He will satisfy himself that Form 122 is posted conspicuously in every doping room.

7. He will arrange with the C.O. for the systematic and regular airing and disinfection of beds and bedding.

8. He will advise the C.O. as to the steps to be taken to destroy flies and other insect carriers of disease.

1486. Food Supplies.—1. He will examine from time to time as may be necessary, and at the request of the C.O. of the station, the quality of articles of food and drink.

2. He will ascertain that the cooking is satisfactory and the diet sufficiently varied.

3. He will inquire into the health of persons connected with the food supply and will report to the C.O. if an airman, for health reasons, should be withdrawn from his work. He will also ensure that food is properly protected from flies and that sufficient washing facilities are available for cooks and others engaged in preparing and handling food.

1487. Water Supplies.—1. He will satisfy himself that the quality of the drinking water is good, and that the measures taken to prevent its contamination at all stages of delivery and storage are satisfactory.

2. He will take samples of the water annually as a matter of routine and will send them for analysis.

3. If, at any time, a special analysis is desired, owing to suspected contamination of the supply, he will inform the competent medical authority.

1488. Notifiable Diseases.—In dealing with cases of notifiable disease, he will comply with para. **1418.**

1489. Vaccination and Inoculation.—He will comply with para. **1416,** and will at all times keep constantly in mind the necessity for the re-vaccination and re-inoculation of individuals after the lapse of the regulated periods.

1490. Lectures.—1. He will deliver lectures from time to time to officers and airmen on the principles and importance of sanitary measures, on elementary first aid (including the use of tubunic ampoules and first field dressings) and on the subjects of venereal disease and personal hygiene.

2. He will deliver lectures on the subjects of examination to such medical airmen as are preparing themselves for the various trade tests

Digitized by Google

(*see* A.P. 985). A return will be rendered, through the usual channels, to the P.M.O. of the command on the last day of each month, showing the number of lectures delivered, the subject matter of each lecture and the date of its delivery.

1491. Command.—He will exercise command only as laid down in para. **111.**

1492. Stores and Stores Accounts.—He will keep the medical stores and the accounts thereof as laid down in A.P. 1269. Where more than one medical officer is borne as part of the permanent establishment for station duties, this responsibility will rest with the senior officer.

1493. Medical History Envelopes.—He will keep the medical history envelopes of officers, members of the nursing service and airmen as laid down in para. **2336** and in Chapter XXIX, Section IV, and will make such entries on, and insertions in, them as are required by the regulations.

1494. Recommendations to the C.O.—He will make his recommendations to the C.O. orally or in writing as may seem best to him. He will forward a copy of any recommendation which he makes in writing, other than in the sanitary diary to the C.O., to the competent medical authority through the usual channels.

1495. Medical Records.—1. He will exercise every care to ensure that sick quarters medical records (Forms 38, 41, 43 and 48) are accurately prepared and correctly filed in accordance with the regulations.

2. The writing will be clear and legible, and all names and medical terms will be written in block capitals to facilitate the typing of cards and flimsies, which will be done in the administrative office of the station. In view, however, of the confidential nature of medical documents, the medical officer will, if he considers it specially necessary, complete the cards and flimsies himself in writing.

3. Sick quarters medical records will be kept filed in chronological order and will be indexed alphabetically.

4. Whenever the senior medical officer of a station is changed the incoming officer will make a thorough inspection of the medical records and will give a receipt for them to his predecessor for transmission to the competent medical authority. A certificate will be added to the receipt stating that the records are complete and in proper order, or, if they are deficient, giving details of the deficiencies.

5. Whenever a station is closed, the sick quarters medical records will be forwarded to the competent medical authority, who, after scrutiny, will transmit them to the Air Ministry.

6. Where there is no air force medical officer at the station, the C.O. will be responsible for rendering Forms 38 and 39.

1496. Weekly Sick Report.—1. He will render a weekly sick report (flimsy sheet of Form 38) not later than noon on Saturdays to the competent medical authority. The duplicate copy of the form will be retained as the station record.

Digitized by Google

2. Each case of sickness or injury (including those on leave or sick in quarters) entered on the form will be given a serial number, the first case in the year being number 1. Cases under treatment but still doing duty or light duty will not be included. "Nil" returns are required.

3. The total number of cases of persons entirely incapacitated from duty for periods of 48 hours or less, whether admitted to sick quarters or not, together with the number of days' sickness involved, will be entered in Section II. This will not include cases transferred to hospital within that time.

4. For the purposes of the return he will obtain from the C.O. the strength of each unit at the station on the day on which the return is completed.

1497. Dental Treatment.—In the absence of a dental officer, he will comply with the provisions of Section VI of this chapter so far as they are applicable.

1498. Officers and Airmen Discharged from Sick Quarters.—1. Whenever an officer, member of the nursing service or airman is discharged from the sick quarters (*a*) to a hospital, or (*b*) to duty after more than 48 hours' sickness, or (*c*) invalided, or (*d*) dead, the medical officer will complete Forms 41 and 39. (*See also* para. **1604,** clause 7.)

2. Form 41 will be the sick quarters record and will be used as the case sheet. The card of Form 39 (together with those of any Forms 42 completed during the week under paras. **1443** and **1444**) will be forwarded weekly by noon on Saturdays, for all patients transferred or discharged during the week, to the competent medical authority for transmission to the Air Ministry; the flimsy copy of Form 39 will be inserted in the officer's or airman's Form 48.

3. In order to complete the statistical data for each year, all patients remaining in sick quarters over 31st December, will be regarded as being discharged on that date, and Form 39 will be prepared in respect of every such patient. The forms will be marked "Remaining 31.12.4–" and will be disposed of as directed in clause 2.

1499. Medical Arrangements at R.A.F. Stations at Home with only one Medical Officer.—1. The medical officer, unless sick or on leave, will be on duty during normal working hours and will be eligible for week-end and other leave under the same conditions as other officers.

2. P.M.Os. of commands will be responsible—

(*a*) for making arrangements for a local civilian medical practitioner (who will be termed "the regular medical practitioner") to perform all medical services* for the station when a single-handed medical officer is absent on leave or for other reasons, and for maintaining lists of practitioners who agree to act in this capacity;

(*b*) for the maintenance at stations of lists of doctors residing within a reasonable distance (including the medical officers of the three services serving at neighbouring stations) who could be called upon in an emergency in the absence of the regular medical practitioner.

* Except medical examinations in connection with the renewal of Class "B" civil pilots' licences.

Digitized by Google

3. The fees payable to civilian medical practitioners under these arrangements will be as follows:—

(*a*) For medical duties under clause 2 (*a*)—

(i) in cases where the medical officer is absent on leave for 48 hours or less, the fees laid down in para. **1550** will be paid;

(ii) in other cases, up to a maximum of £1 5*s*. per diem will be paid according to the extent of the duties.

(*b*) For services in an emergency under clause 2 (*b*) the fees will be as laid down in para. **1550.** When an aeroplane accident involves an emergency operation and/or abnormal expenditure of time and material a special fee of £1 1*s*. may be substituted for the appropriate fee under para. **1550,** and representation may be made to the Air Ministry for an increase in this special fee up to an amount not exceeding £5 5*s*. in very special circumstances.

(*c*) A civilian medical practitioner in receipt of payment under (*a*) (ii) will not be eligible for payment under (*b*) but will give emergency treatment as well as ordinary treatment for the inclusive payment. He may, however, receive a fee of 4*s*. for each recruit for the regular air force examined, subject to the total emoluments for all services rendered not exceeding £1 17*s*. 6*d*. for any one day.

4. Claims for fees under this regulation will be disposed of in accordance with the instructions in para. **1551,** clause 2.

The Training Officer.

1500. Duties.—1. The Training Officer will be responsible for the progressive training, on the lines approved for the service, of all airmen mustered to the medical and dental branches at home and abroad. He will arrange for the examination of airmen in the medical and dental branches for remustering, reclassification and for promotion as laid down in Chapter X, Section II, and all questions relating to these matters will be referred to him.

2. He will maintain a close liaison with the Medical Directorate, Air Ministry, the Medical Training Depôt, Halton, the Officer i/c Records, and the various hospitals, institutions and stations at which training is being carried on.

3. On the completion by recruits of their initial training at the Medical Training Depôt, Halton, the Officer i/c Records will, with the concurrence of the Training Officer, post them to stations where their particular qualifications can be utilised to the best advantage. (*See* para. **388.**)

The Medical Inspector of Recruits.

1501. Duties.—1. The Medical Inspector of Recruits will act as adviser on the medical aspect of all questions connected with recruits. He will be responsible that medical officers, and airmen of the medical branch, engaged on duties connected with recruiting perform those duties in accordance with the regulations; that recruiting medical officers are thoroughly conversant with the various physical standards laid

Digitized by Google

down; and that uniformity of procedure is maintained at all recruiting depôts.

2. He will be responsible that the completed cards of Form 35 (*see* para. **1447**) are accurately compiled before they are forwarded to the Officer i/c Records.

3. He will ensure by frequent inspections of recruiting depôts that the medical stores supplied are sufficient, and that medical returns, demands and store accounts are correctly rendered in accordance with the regulations.

4. He will deal with all correspondence on medical matters received by the Inspector of Recruiting.

SECTION IV.—MEDICAL ATTENDANCE* AND TREATMENT.

1509. Radius for Medical Attendance.—1. Except as provided in clauses 2 and 3, the grant of medical attendance in quarters or at residences will be conditional on the officer or other person attended residing—

(*a*) on the R.A.F. station, or

(*b*) within a distance not exceeding one mile from the boundary of the station, i.e. the actual limit of Crown land on which the station is situated.

Out-patient treatment will be allowed to those living outside this radius provided they attend at a service medical establishment at which such treatment can be afforded. Travelling expenses or the use of service transport will not be admissible in connection with such treatment except as provided in paras. **3018** and **3019.**

2. The radius laid down in clause 1 is not applicable to airmen, who will be entitled to medical treatment, wherever they may be, as provided in paras. **1528** to **1531.**

3. Families of airmen eligible for family allowance living outside the normal one-mile radius will be allowed medical attendance at their request subject to the following conditions:—

(*a*) The family must be living with the airman within a reasonable distance of the station boundary. The "reasonable distance" for each particular station will be defined by the C.O. in accordance with the local circumstances but must not in any case exceed 5 miles from the station boundary as defined in clause 1.

(*b*) That the medical officer (who must be a R.A.F. officer or civilian medical practitioner employed on whole-time duties with the R.A.F.) visiting the patient considers—

(i) that the case is a suitable one, and that treatment can be given without detriment to the performance of the duties for which a medical officer is primarily appointed;

(ii) (in consultation with the C.O. of the station) that his attendance during flying hours will not interfere with his duties on the station and that he can return to the aerodrome without undue delay in case of emergency. (*See* para. **1483,** clause 1.)

* *See* **Explanation of Terms.**

Digitized by Google

4. If the medical officer is unable to undertake the care of a case under clause 3 from the beginning, or if as a result of his first visit he considers that he will not be able to complete treatment satisfactorily, he will inform the patient accordingly and advise the family to consult a civilian medical practitioner, pointing out clearly that payment for this cannot be met from air force funds.

5. Service transport of the most economical type practicable and available may be used in connection with visits under clause 3. Requisitions for such transport will be governed by the provisions of para. **1953.** Claims for the use of private transport will not be considered.

1510. *Deleted.*

1511. Medical Practitioners Employed Privately.—Except as provided in paras. **1400** and **1516,** claims for re-imbursement on account of the services of civilian medical practitioners employed privately by officers or airmen for attendance on themselves, their families or servants, or for medicines purchased by them, will not in any circumstances be entertained.

1512. Admission to Hospital and Issues of Diets and Extras.—1. Except as provided in para. **1514,** clause 4, persons who are not entitled under the regulations to hospital treatment will not be admitted into a service hospital nor will they be provided with an issue of diets and extras without the special sanction of the air or other officer commanding, who will report each case immediately to the Air Ministry. Any departure from this rule will render the officer authorising such deviation liable for all expenses which may be incurred.

2. Where patients are admitted to civil hospitals at public expense arrangements should be made to evacuate them to service hospitals as early as practicable. In all cases where retention in a civil hospital for periods exceeding three months becomes necessary a report on Form 1969 as to the reason for such retention should be forwarded to the Air Ministry.

1513. Medical Attendance—Officers.—1. An officer on full pay will, subject to para. **1509,** be allowed medical attendance as a privilege wherever there is a medical officer nominated for the duty at the station or where a civilian medical practitioner is engaged at an inclusive contract rate for attendance on air force personnel and his attendance on the officer involves no additional expense to air force funds. A re-employed retired officer (elsewhere than at the Air Ministry) will be allowed medical attendance under similar conditions unless he is debarred from the privilege under the terms of the contract on which he is engaged.

1A. Where an X-ray examination is necessary as an aid to diagnosis of a disability directly attributable to the conditions of service, and service facilities are not available, the use of civil facilities at the public expense may be authorised by the competent medical authority.

2. An officer on half-pay suffering from a disability which is directly attributable to the conditions of air force service may be allowed medical attendance, subject to the conditions contained in clause 1.

Digitized by Google

3. An officer on half-pay who is likely to return to full pay may, with prior Air Ministry approval and subject to clause 1, be allowed medical attendance in respect of a disability not attributable to the conditions of air force service.

1514. Admission of Officers to a Service Hospital.—1. An officer on full pay, or a re-employed retired officer, who is suffering from a disability which is directly attributable to conditions of air force service and for which hospital treatment is necessary, will be admitted to an air force hospital, where one is available, under arrangements made direct with the C.O. of the hospital. If an air force hospital is not available, he may be admitted to a naval or military hospital under similar arrangements.

2. An officer suffering from an injury sustained in a game or other form of physical recreation, definitely organised by or with the approval of the proper air force authority, may be admitted to a service hospital.

3. An officer who is sick from causes other than those stated in clauses 1 and 2 may be admitted to a service hospital under arrangements made direct with the C.O. of the hospital on the authority of the C.O. of the unit acting under the advice of the station medical officer. Such authority will only be given on the assurance of the C.O. of the hospital that accommodation is available and that, so far as can be foreseen, the admission will not so affect the accommodation that any cases under clauses 1 and 2 could not be admitted.

4. An officer on half-pay may, with prior Air Ministry approval, be admitted to a service hospital provided that he is suffering from a disability which is directly attributable to the conditions of air force service.

5. An officer on half-pay who is likely to return to full pay may, with prior Air Ministry approval, be admitted to a service hospital if suffering from a disability not attributable to the conditions of air force service. Other officers on half-pay may, with similar prior approval, be admitted to a service hospital provided that the accommodation is not required for patients with a better title to admission. Retired officers who are not re-employed cannot as a rule be admitted to a service hospital.

6. The treatment provided under clauses 1, 2 and 4 will include the supply, replacement, alteration, etc., of appliances so far as may be incidental to it. Ordinary repairs and maintenance arising independently of treatment will not be provided at public expense, except as allowed by para. **1659**, clause 1.

7. *See* para. **1544** as to hospital charges.

1515. Admission to a Civil Hospital—Officers.—1. An officer on full pay or a re-employed retired officer, who is suffering from a disability entitling him to admission to a service hospital under para. **1514**, clause 1 or 2, may, if service hospital accommodation is not available, be admitted to a civil hospital or institution, on the authority of the competent medical authority.

Digitized by Google

2. An officer on half-pay who is suffering from a disability which is directly attributable to conditions of air force service may, if service accommodation is not available, be admitted to a civil hospital with prior Air Ministry approval.

3. An officer on full pay or a re-employed retired officer, who is suffering from an infectious disease, may be admitted to a civil hospital (service hospital accommodation not being available) when, in the opinion of the competent medical authority, such a step is advisable for the safety of other air force personnel.

4. Hospital claims in respect of the undermentioned cases will, normally, be prepared monthly on Form 3467, the certificates on the reverse of the form being duly completed and signed (*see* paras. **2788** and **2902** as to payment):—

(*a*) Disabilities directly resulting from flying accidents.*
(*b*) Cases of infectious disease—*see* clause 3.
(*c*) Cases admitted under special Air Ministry authority.

Claims in respect of other admissions will be paid by the officer concerned. (*See* para. **1516** as to refund of expenses in certain cases.)

5. *See* para. **1512**, clause 2, as to period of retention of patients in civil hospitals.

1516. Recovery of Expenses.—1. An officer on full or half-pay, or a re-employed retired officer, who is suffering from a disability as referred to in para. **1514**, clause 1 or 2, will be allowed such reasonable expenses of medical attendance and hospital treatment as may be approved by the competent medical authority or, when on leave in the United Kingdom from commands abroad, as may be approved by the Air Ministry, including the cost of a civilian specialist and nurse or nurses when necessary, under the following conditions:—

(*a*) If attendance by a medical officer or civilian medical practitioner engaged for attendance on air force personnel is impracticable, in which case the competent medical authority will certify accordingly.

(*b*) If accommodation in a service hospital is not available, or, when available, if the condition of the patient is such that removal to hospital would entail serious risk; provided that in either case adequate treatment cannot be given by a medical officer or civilian medical practitioner engaged for attendance on air force personnel. The competent medical authority will be required to certify to this effect.

(*c*) Where a nurse is employed the necessity for employment must be certified by the competent medical authority or the medical practitioner in charge of the case.

(*d*) If treatment by a civilian specialist is necessary and a service medical or surgical specialist is not available, the competent medical authority will certify accordingly.

* An accident to an officer not embarked in aircraft will not normally be regarded as a flying accident for the purpose of this regulation.

Digitized by Google

2. Where an officer could be moved to a service hospital but prefers to make his own arrangements for medical treatment, he may be permitted to do so, provided that he agrees, in writing, that such treatment is entirely at his own risk and expense (*see* para. **1436,** clause 1 (*b*) (iii)).

3. When an officer is granted sick leave under para. **1436** to obtain special treatment not provided by the State, the expenses entailed will not be borne out of public funds except as may be specially approved by the Air Council, where the disability is directly attributable to the conditions of air force service.

4. Claims arising under this para. will be referred to the Air Ministry for settlement.

5. A refund of expenses incurred in connection with a disability not attributable to the conditions of service will not be sanctioned.

6. *See also* para. **1544,** clauses 5 and 6.

1517 and **1518.** *Deleted.*

1519. Medical Attendance on Officers of the Dominion Permanent Forces attached to the R.A.F.—1. Officers of the dominion permanent forces, attached to the R.A.F. for duty in the United Kingdom, and their wives and families may be given medical attendance at the public expense under the conditions laid down in paras. **1513** and **1521.**

2. Where hospital treatment is afforded to dominion personnel, the cost of maintenance in hospital will be recovered from the dominion government concerned by the Air Ministry. Arrangements for the hospital treatment of families cannot be undertaken by the R.A.F.

3. The existing system of medical records will be applicable to such personnel, but they will be shown on a separate Form 38, and all forms will be clearly marked to show the particular service to which the patient belongs.

1520. Attendance on Officers' Civilian Servants.—1. Medical attendance will be allowed, subject to para. **1509,** for civilian servants actually employed by an officer (but not exceeding the maximum number for whom servant allowance is admissible under para. **858**), provided that they have made their own arrangements for medical attendance under Section 38 of the National Health Insurance Act, 1936, and that they have chosen as their medical attendant an air force medical officer or a civilian medical practitioner employed for attendance on air force personnel. An airman, orderly, labourer, messenger, or other person not being a gardener allowed under para. **860,** who is paid from public funds and employed in any capacity as a servant, will be reckoned as one of the maximum number of servants for whom attendance is allowed.

2. Civilian servants requiring medical attendance will attend at the station sick quarters or hospital at the authorised hours, unless their illness is such as to prevent them from doing so, when they will be visited at their officers' quarters or residence, if it is within the radius prescribed in para. **1509.**

1521. Officers' Families—Attendance.—An officer on full pay will be allowed, subject to para. **1509,** medical attendance for his family (as

Digitized by Google

defined in para. **1524**), wherever a medical officer is posted for duty, or where a civilian medical practitioner is engaged for attendance on air force personnel.

1522. Officers' Families—Infectious Diseases.—Cases of infectious disease in the family of an officer as defined in para. **1524** may be treated in quarters, or at his private residence, if effective isolation can be carried out ensuring prevention or limitation of the spread of the disease. The cost of hospital treatment and maintenance cannot be admitted as a charge against public funds.

1523. Confinement—Officers' Wives.—An officer cannot claim medical attendance for his wife during her confinement unless the assistance of a midwife or civilian medical practitioner cannot be procured, or unless the midwife or civilian medical practitioner privately employed should require the assistance of a medical officer in any case of danger.

1524. Definition of Officer's Family.—For the purpose of paras. **1521** and **1522**, an officer's family shall be regarded as consisting of his wife and children, step-children, or adopted children, under the age of fourteen years.

1525. Members of the P.M.R.A.F.N.S.—Members of the P.M.R.A.F.N.S. will receive medical attendance and hospital treatment under the same conditions as officers, but hospital charges will not be levied otherwise than as provided in A.P. 1075.

1526. Retired Officers in Receipt of Disability Retired Pay.—1. Retired officers in receipt of retired pay in respect of disabilities directly attributable to conditions of air force service after 30th September, 1921, may be afforded medical attendance and hospital treatment in a service hospital where accommodation is available, provided that—

(*a*) as regards wounds and injuries, there is, in the opinion of the Director-General of Medical Services, Air Ministry, a reasonable prospect of the physical condition on account of which the retired pay was granted being materially improved by treatment;

(*b*) as regards other disabilities, it is certified by the Director-General of Medical Services that the disability is likely either to be cured by such treatment or so materially improved as to lead to a reduction of the retired pay, or that the rate of disability retired pay will have to be increased unless treatment is provided. Treatment for these disabilities will not normally be given after 5 years from the date of retirement.

2. When accommodation in a service hospital cannot be arranged, treatment in a civil hospital or institution or at the officer's home may be provided at the public expense to the extent approved by the Air Ministry in advance in each case.

3. No increase of retired pay will be admissible by reason of detention and treatment in a hospital or otherwise. During any period of treatment in a hospital or other institution (except treatment under clause 4), officers will be subject to hospital charges under the same conditions as are applicable to officers on full pay.

Digitized by Google

4. Retired officers in receipt of disability retired pay who are suffering from tuberculosis directly attributable to the conditions of air force service and contracted after 30th September, 1921, may be afforded limited financial assistance towards the cost of sanatorium and domiciliary treatment provided that one of the conditions referred to in clause 1 (*b*) is fulfilled.

5. Arrangements for treatment under this para. will be made by the Director-General of Medical Services, Air Ministry, to whom all applications for treatment will be addressed, and, save in exceptional circumstances (of which the Air Ministry will be the judge) expenses arising out of the treatment will not be accepted as a charge against public funds unless official sanction is given prior to the commencement of the treatment.

6. Travelling expenses for the journey from home to hospital or other institution and return will be met from public funds under the same conditions as for serving officers.

7. The treatment provided under clauses 1 and 2 will include the supply, replacement, alteration, &c., of appliances so far as may be incidental to it. Ordinary repairs and maintenance arising independently of treatment will not be provided at public expense, except as allowed by para. **1659**, clause 1.

1527. Sanatorium Treatment for Officers and Members of the Nursing Service suffering from Tuberculosis.—Officers and members of the nursing service on full or half-pay who are suffering from tuberculosis directly attributable to the conditions of air force service may be afforded sanatorium treatment at the public expense under arrangements made by the Air Ministry and subject to the usual hospital charges:—

(*a*) *Deleted.*

(*b*) Officers and members of the nursing service who desire treatment in a particular sanatorium or district should communicate their wishes to the medical board, which will record the fact on Form 47, and the air or other officer commanding will arrange for the patients' wishes to be communicated to the Air Ministry. Where possible patients' wishes will be met, provided that the Air Ministry is satisfied that the selected sanatorium is suitable in every respect and on the understanding that, if the terms are higher than those of the sanatorium to which the patient would otherwise have been sent, the officer or member of the nursing service will defray the difference in cost. In such circumstances arrangements should be made by patients for the sanatorium to render bills to the amount for which public funds would otherwise be liable. The balance of the account will be settled by the patient.

(*c*) When sanatorium treatment in Switzerland is recommended by a medical board, the air or other officer commanding will refer the case to the Air Ministry for approval, stating the sanatorium at which it is proposed to undergo treatment. Patients will be required to make their own arrangements for the settlement of bills in the first place, but a refund of reasonable and necessary sanatorium expenses not exceeding seven guineas a week (subject to a deduction of the usual hospital charge) will be allowed.

Digitized by Google

Applications for refunds, supported by bills and vouchers, will be forwarded through the usual channels to the Air Ministry for patients on full pay, or to the Air Ministry direct for patients on half-pay. If approved, the Air Ministry will arrange for refund to be made by the accountant officer carrying out headquarter services for patients on full pay, or directly for patients on half-pay. Travelling expenses to and from Switzerland will be defrayed by the patient.

(*d*) *Deleted.*

(*e*) Except as provided in (*c*) all claims for cost of treatment will be dealt with as in para. **1515,** clause 4.

1528. Entitlement to Medical Attendance—Airmen.—Subject to para. **1545,** all airmen, whether present with their units or on leave, are entitled to medical attendance and, when necessary, to hospital treatment at the public expense. (*See* para. **1400** as to medical attendance on leave.)

1529. Warrant Officers.—Warrant officers will, in ordinary circumstances, receive medical attendance in their own quarters, but will, when it is considered necessary by the medical officer, be admitted to sick quarters, or a service hospital, separate accommodation being afforded them when practicable. When under treatment in quarters they may, if considered desirable, receive diets and extras as laid down in para. **2674.**

1530. N.C.Os., Aircraftmen, Apprentices and Boy Entrants.—When sick at a station, medical attendance on N.C.Os., aircraftmen, apprentices and boy entrants will be provided at the sick quarters of the station by a medical officer or by a civilian medical practitioner engaged for attendance on air force personnel. When necessary, an airman will be admitted to a service hospital, or, if service hospital accommodation is not available, to a civil hospital at the public expense.

1531. Admission to Civil Hospitals—Airmen.—1. Where no accommodation in air force, naval, or military hospitals is available, an airman may be admitted to a civil hospital; the best terms obtainable will be arranged provisionally by the medical officer with the hospital (unless there is some standing arrangement as to charges) and submitted to the competent medical authority for the approval of the air or other officer commanding.

2. Claims from civil hospitals for treatment and maintenance of airmen will be dealt with as laid down in para. **1515,** clause 4.

3. *See* para. **1512,** clause 2, regarding period of retention of patients in civil hospitals.

1532. Airmen Eligible for Family Allowance—Attendance on Families.—An airman eligible for family allowance will be allowed, subject to para. **1509,** medical attendance on his family as defined in para. **1538,** when the family is at a station where a medical officer is posted for duty or a civilian medical practitioner is engaged for attendance on air force personnel. (*See also* para. **1546,** clauses 7 and 8.)

Digitized by Google

1533. Airmen Eligible for Family Allowance—Admission of Families to Service Hospitals.—1. (*a*) *Wives and families residing within the confines of an air force station.*—With a view to preventing or limiting the spread of infectious disease, cases of cerebro-spinal fever, diphtheria, enteric fever, infective enteritis, erysipelas, membranous croup, ophthalmia neonatorum, puerperal fever, scarlet fever and small pox occurring amongst the families (as defined in para. **1538**) of airmen eligible for family allowance, will invariably be admitted to hospital. Other infectious maladies will, however, normally be treated in quarters, but where accommodation is available, such cases may be admitted to hospital under circumstances which justify a departure from the general rule.

(*b*) *Wives and families not residing within the confines of an air force station.*—In cases of infectious diseases, if the local health authorities do not consider admission to hospital necessary for the safety of the general community, admission to hospital should be authorised by the air or other officer commanding only when the competent medical authority considers it essential for the safety of air force personnel generally. In the latter case the cost, as in (*a*) above, will be borne by public funds.

2. When a wife or child of an airman eligible for family allowance (not necessarily resident within the prescribed radius) is considered by a medical officer to be suffering from a disease (not of a chronic or infectious nature—but *see* clause 4) requiring hospital treatment, the case will be submitted by the medical officer, on Form 1511, accompanied by a detailed report, for the approval, subject to accommodation being available, of the competent medical authority. On receipt of approval, the case will be sent to hospital for admission, and Form 1511 forwarded to the C.O. of the hospital.

3. In a case of urgency the medical officer will arrange, if possible, for the immediate admission of the patient, Form 1511 being completed and forwarded to the C.O. of the hospital as soon as possible afterwards.

4. Chronic cases, except for operation or relief of acute condition, will not be sent to a service hospital without prior Air Ministry authority, which will be given only in exceptional circumstances.

1534. Airmen Eligible for Family Allowance—Admission of Families to Civil Hospitals.—In certain circumstances, where the urgency or other special medical features of the case demand it, and where the provisions of para. **1533, 1535** or **1536** cannot be applied, arrangements may be made for members of airmen's families as defined in para. **1538** to be admitted to a civil hospital. Each application for admission, stating the terms on which the hospital authorities will receive the patient, together with a detailed history of the case, will be forwarded to the competent medical authority, who will advise the air or other officer commanding as to the necessity, or otherwise, of the patient's being admitted to a civil hospital. The air or other officer commanding will submit all such cases for Air Ministry sanction, but may provisionally approve admission in urgent circumstances. Absence of accommodation in a service hospital will not in itself be regarded as a sufficient reason for admission to a civil hospital. Claims will be dealt with as in para. **1515**, clause 4.

Digitized by Google

1535. Allotment of Station Accommodation.—At a station where admission to a military or air force families' hospital is not possible, accommodation on the station, if available, may, with the sanction of the air or other officer commanding, be allotted for the reception of sick members of the families, as defined in para. **1538,** of airmen eligible for family allowance whom it may be considered expedient to remove from their quarters. Equipment, fuel and light will be provided, and medical comforts may be supplied. Where the assistance of an extra nurse, or nurses, is required, application will be made to the competent medical authority, who may, if a member of the nursing service is not available, authorise the engagement of a civilian nurse.

1536. Confinements—Airmen's Wives.—The wife of an airman eligible for family allowance may be admitted, if accommodation is available, for her confinement to a service families' hospital wherever one is established. The cost of conveyance to hospital is not admissible as a charge against public funds except as provided in para. **1484,** clause 5. Excepting those confinement cases which are so treated in hospital, medical attendance will be accorded only as laid down in para. **1523** for an officer's wife.

1537. Airmen Ineligible for Family Allowance—Attendance on Families.—1. Medical officers, and civilian medical practitioners engaged for attendance on air force personnel, are permitted, subject to para. **1509,** to give medical attendance to the families as defined in para. **1538** of airmen who are ineligible for family allowance, and to supply at the public expense medicines for them from public stocks.

2. Such families (including children over the age of fourteen) may be admitted to a service hospital (or, if no accommodation is available in a service hospital, to a civil hospital) provided it is considered by the air or other officer commanding on the recommendation of the competent medical authority that this course is necessary to prevent the spread of infectious disease amongst air force personnel, and provided also that the local health authorities do not consider admission to hospital necessary for the safety of the general community.

3. In circumstances other than those referred to in clause 2 (including also cases proposed in special circumstances for treatment during confinement), the air or other officer commanding may, at his discretion, on the recommendation of the competent medical authority, authorise admission to a service families' hospital, provided that accommodation is available and that it is not required for families eligible for family allowance, or for other patients with a better title to admission.

1538. Definition of Airman's Family.—For the purpose of paras. **1532** to **1535,** and **1537,** an airman's family shall be regarded as consisting of his wife, and children, step-children or adopted children whilst eligible for family allowance, but not beyond the age of fifteen. Where steps are deemed necessary to prevent the spread of infectious disease, the family will be considered to include children ineligible for family allowance.

1539. Treatment of Airmen of Unsound Mind.—1. An airman of unsound mind serving at home will not be removed to a mental hospital or other institution without the sanction of the air or other officer commanding.

Digitized by Google

2. When authority has been given for the removal of an airman of unsound mind to a mental hospital or other institution for temporary treatment, the procedure indicated in clauses 3, 4 and 5 will be followed, all necessary instructions being issued by the air or other officer commanding.

3. If the airman is serving in England or Wales, an order for the reception of the airman must be obtained (in pursuance of Section 4, Lunacy Act, 1890) from a justice of the peace, on petition supported by two medical certificates. Unless immediate operation of this order has been legally suspended it must be carried into effect within seven days.

4. If the airman is serving in Scotland, a sheriff's order (under Section 4, Lunacy (Scotland) Act, 1862) must be procured after the consent of the authorities of the institution concerned to receive the airman has been obtained. Unless the immediate operation of this order has been legally suspended it must be carried into effect within fourteen days.

5. If the airman is serving in Ireland, application will be made to the resident medical superintendent of the district mental hospital assigned to the city, town or county in which the airman is quartered, to ascertain the date and hour at which the airman can be received there; the airman may thereafter be removed to such hospital under the instructions of the air or other officer commanding. Army Form B.2058 (medical certificate to accompany insane airman, Ireland) will be sent with the airman to the hospital.

6. Where an airman of unsound mind is sent to Netley Hospital, Forms 39 and 833 will be completed. The flimsy Form 39 and duplicate Form 833 will be forwarded in Form 48 to Netley Hospital not less than two clear days before the despatch of the airman to the hospital.

7. When an airman has been one month in a civil mental hospital or other institution, the case will be submitted by the C.O. of the unit to the air or other officer commanding for instructions as to discharge.

8. The cost of maintenance of an airman temporarily under treatment in a civil mental hospital will be adjusted in accordance with para. **1545**.

1540. Hospital Treatment for Disability Pensioners.—1. Subject to certain approved conditions, free in-patient or out-patient hospital treatment may be afforded to an ex-airman in receipt of a pension in respect of a disability arising out of wound, injury or disease directly attributable to the conditions of post war service. The decision as to treatment will in each case rest with the Air Ministry.

2. A patient may be required to contribute towards the cost of his maintenance should the Air Council so decide in the circumstances of any particular case.

3. No increase of pension will be admissible by reason of detention and treatment in hospital, and no deduction will be made from pension on account of any national health insurance or other sickness or disablement benefit. No allowance will be made to wife or family.

4. If necessary a railway warrant (at full fare) for the journey to and from hospital may be issued. No allowance is payable on account of

Digitized by Google

loss of wages due to absence from work but travelling expenses may be granted in accordance with para. **3025.**

1541. Medical Attendance and Hospital Treatment for Civilians Abroad.—1. Civilian officials of the officer grade have no *entitlement* to medical attendance or hospital treatment either for themselves or their families. As a privilege, however, civilian officials who are serving on a tour of duty abroad and their families, if present with them, may be given medical attendance and out-patient treatment from available service sources, subject to para. **1509,** and provided that no additional cost to public funds is involved. Civilian officials who are serving on a tour of duty abroad may be admitted to a service hospital whenever necessary, provided accommodation is available.

2. A civilian employee may be accorded medical attendance and out-patient treatment for himself and his family, subject to para. **1509.**

3. A civilian employee, or a member of his family, who is suffering from an infectious disease, may be admitted to a military or air force hospital, or, if such accommodation is not available, to a civil hospital, at the public expense, when such a course is considered necessary for the safety of the air forces.

4. A civilian employee incapacitated by accident arising out of and in the course of his employment, or by disease specifically attributable to the nature of his work, may be admitted to a service hospital if necessary and if accommodation is available, provided that his incapacity is not due to his own serious and wilful misconduct.

5. A civilian employee may be admitted to an air force or military hospital on urgent medical grounds which are not covered by clause 3 or 4, but admission to a civil hospital at the public expense is not permissible.

6. For the purposes of this para. (except as regards clause 3) a child over fourteen years of age will not be regarded as part of the "family," and no expense to the public will be allowed in respect of such a child.

7. The daily rates of charge to be made when civilians of the officer grade, civilian employees, or members of their families are admitted to hospital are as follows:—

(*a*) Civilians of all grades who are serving on a tour of duty abroad (except civilian employees admitted under clause 3, when no charge will be made)	5*s.*
(*b*) Civilians of the officer grade locally engaged ..	12*s.*
(*c*) Families of civilians of the officer grade	12*s.*
(*d*) Civilian employees locally entered:—	
(i) When admitted under clause 3	Nil.
(ii) When admitted under clause 4	2*s.* in the case of an employee eligible for full pay, during the first period of incapacity. Otherwise, such rates as the Air Council may determine.
(iii) In other cases (including cases under clause 5)	10*s.*

Digitized by Google

(*e*) Wives and children of civilian employees:—
(i) When admitted under clause 3 .. .. Nil.
(ii) In other cases, if admitted to a service hospital in exceptional circumstances .. 10*s*.

8. Nothing in this para. is to be read as referring to non-European employees, who are subject to special regulations.

1542. Medical Attendance on Civilians at Home.—1. The circumstances under which medical attendance and hospital treatment is accorded to a civilian employee at home will be found in A.P. 826.

2. If an officer's servant, or any other civilian not employed in connection with the service, is admitted to a naval, military or air force hospital when suffering from a non-infectious disease, a charge of 10*s*. a day will be enforced, unless of officer status, in which case the charge will be at the rate of 12*s*. a day.

3. If a civilian official of the officer grade is admitted to a naval, military or air force hospital on account of an injury arising out of his employment, or a disease specifically attributable to the nature of his employment, a charge of 5*s*. a day will be made: the charge in other cases will be at the rate of 12*s*. a day.

1543. *Civilians not Employed by the Air Ministry contracting Infectious Disease—Hospital Treatment.*—A civilian not employed by the Air Ministry, residing at an air force station, who is suffering from an infectious disease as specified in para. **1533,** may be admitted to a service hospital, or if this is impracticable, may be removed to a civil infectious hospital, on the authority of the air or other officer commanding acting on the recommendation of the competent medical authority, for the safety of the air forces. The Air Ministry will accept no responsibility for the expenses involved, except for persons admitted to hospital under paras. **1533,** clause 1, **1534** and **1537,** clause 2; in those cases, claims of civil hospitals will be dealt with as laid down in para. **1515,** clause 4. In other cases charges as detailed in para. **1542,** clause 2, will be made when treatment is afforded in a naval, military or air force hospital; if admission to a civil hospital is necessary, the hospital authorities must be informed that the Air Ministry does not accept responsibility for payment of the charges (if any) in respect of treatment.

1544. Hospital Charges—Officers.—1. When an officer is admitted to hospital, charges at the following daily rates will be made:—

(*a*) If on full pay, and the disability is attributable to wounds received in action or illness contracted on service in the field (other than illness due to the officer's own fault),* or on account of injury received or illness contracted as a result of a flying accident‡ while on duty. Nil.

(*b*) If on full pay and the disability is attributable to circumstances other than those referred to at (*a*). 2*s*. 6*d*.

* "Service in the field" in this connection refers to operations against an enemy and not merely to occupation of a foreign country.

‡ An accident to an officer not embarked in aircraft will not normally be regarded as a flying accident for the purpose of this regulation.

Digitized by Google

(*c*) If on half-pay and detained in, or re-admitted to, hospital after cessation of full pay—	
(i) on account of disabilities attributable to wounds received in action or illness contracted while on service in the field,* or injury received or illness contracted as a result of a flying accident‡ while on duty;	The sum fixed from time to time by the Air Council as ration allowance.
(ii) on account of disabilities not coming under (i), but directly attributable to air force service;	2*s.* 6*d.* plus the sum fixed from time to time by the Air Council as ration allowance.
(iii) on account of disabilities not coming under (i) or (ii), but if likely to return to full pay;	2*s.* 6*d.* plus the sum fixed from time to time by the Air Council as ration allowance.
(iv) on account of disabilities not coming under (i), (ii) or (iii).	Such rates as the Air Council may determine.

2. †When, under para. **1514,** clause 3, a re-employed retired officer is admitted to hospital, he will be charged at the rate referred to in clause 1 (*c*) (iii).

3. The charges detailed in clause 1 apply at home and at all stations abroad, except to officers on the Indian establishment to whom Indian regulations apply.

4. When after admission to hospital a further disability arises or when admission is due to two or more disabilities which are chargeable at different rates an officer will be charged in respect only of the disability which is assessed at the lowest rate until such time as this disability ceases to be the cause of his detention in hospital.

5. An officer on full pay who is admitted to the Convalescent Home for Officers, Osborne, is required to make a contribution of 6*s.* a day towards the cost of messing (the charge may be reduced in exceptional circumstances): in addition, if special nursing or massage is required a moderate charge will be made to meet the expenditure involved. The contribution towards messing for an officer in receipt of half-pay or retired pay or a cadet is 4*s.* 6*d.* a day.

6. When an officer entitled to treatment in a service hospital is, for special reasons, treated at the public expense in a civil hospital, the rate of charge applicable, as detailed in clause 1, will be recovered and credited to the public in respect of the period for which charges for maintenance and treatment are accepted against public funds.

* "Service in the field" in this connection refers to operations against an enemy and not merely to occupation of a foreign country.

† This clause does not apply to officers granted retired pay owing to disabilities due to, or aggravated by, service during the Great War.

‡ An accident to an officer not embarked in aircraft will not normally be regarded as a flying accident for the purpose of this regulation.

Digitized by Google

7. Subject to clause 6, a charge will be made for the day of discharge but not for the day of admission.

8. The procedure for informing an officer that he will be required to meet hospital charges and for making the necessary recoveries from him, is contained in para. **2788.**

1545. Hospital Charges—Airmen.—1. When an airman, or a member of his family, is admitted to hospital, or when an airman is admitted to sick quarters, charges at the following daily rates will be made:—

(*a*) An airman (including an airman of the Reserve or Auxiliary Air Force called out for duty or training):—

(i) When admitted to hospital—

Normally	Nil.
If suffering from sickness due to his own fault* (*see also* para. **2312**)	1*s.* 6*d.* (men). 9*d.* (apprentices). 9*d.* (boy entrants in receipt of pay at the rate of 1*s.* a day). 6*d.* (boy entrants in receipt of pay at the rate of 9*d.* a day).

(ii) When supplied with medical comforts in non-dieted hospitals or sick quarters† or in quarters—

Normally	Nil.
If suffering from sickness due to his own fault (*see also* para. **2312**)	6*d.*

(iii) When treated in non-dieted hospitals established in camps. Nil.

(*b*) An airman detained in hospital after discharge or transfer to the Reserve. Nil.

(*c*) Wives and children:—

(i) Eligible for family allowance:—

(*a*) Wife during confinement.	1*s.*,‡ with a maximum of £1 in all.
(*b*) Wife in other cases, or child.	Nil.

(ii) Ineligible for family allowance:—

(*a*) Wife when admitted to hospital in special circumstances for treatment during confinement.	2*s.*‡ for the first 20 days and 1*s.* thereafter.

---

* These charges will be made independently of any forfeiture of pay for the same period inflicted as a penalty in accordance with para. **3470,** clause 1 (*f*).

† Airmen admitted to sick quarters on board ship in respect of disabilities due to causes within their own control will, if medical comforts are issued, incur a charge of 6*d.* a day.

‡The extra charge in confinement cases is made because the wife is receiving hospital treatment at the cost of the State as well as full maternity benefit under the National Insurance Acts.

Digitized by Google

(*b*) Wife in other cases, or child.	1*s.*, unless admitted for the safety of air force personnel, when no charge will be made.

2. When after admission to hospital a further disability arises, or when admission is due to two or more disabilities which are chargeable at different rates, an airman will be charged in respect only of the disability which is assessed at the lowest rate until such time as this disability ceases to be the cause of his detention in hospital.

3. When an airman or member of his family is, for special reasons, treated at the public expense in a civil hospital, the charge applicable, as detailed in clause 1, will be recovered and credited to the public in respect of the period for which charges for maintenance and treatment are accepted against public funds.

4. The cost of maintenance of an airman temporarily detained in a civil mental hospital is chargeable against the public, subject to the recovery, where applicable, of a charge from his pay as prescribed in clause 1.

5. Except as provided in clause 3 and para. **3471** hospital charges will be recovered for the day of discharge but not for the day of admission.

6. Hospital charges under clause 1 (*c*) will be recovered from family allowance when in issue. If, however, family allowance is not in issue, recovery will be effected whenever possible in cash and the amount brought to account in the monthly cash account. Otherwise, the account of the airman concerned will be debited in the pay ledger with the amount due.

Section V.—Civilian Medical Practitioners.

1546. When Civilian Medical Practitioners may be Employed.—1. When a detachment, unit or formation is not within reach of a medical officer on full pay, or of a medical officer of the R.A.F. Reserve, or of a medical officer on the retired list in receipt of pay from air force funds, a civilian medical practitioner may be engaged to attend on personnel and others entitled to medical attendance under Section IV of this chapter, and to examine recruits and civilian employees prior to entry. A civilian medical practitioner will not, however, be engaged if it is possible to make arrangements with the naval or military authorities for the work to be performed by any medical officer of those services who may be within reach.

2. A civilian medical practitioner may be employed by an airman sick on leave under the conditions laid down in para. **1400.**

3. The engagement of civilian medical practitioners at R.A.F. stations during the absence of the medical officer on leave, or for an emergency, is subject to the terms of para. **1499.**

4. In extreme urgency, when a medical officer of the R.N., Army or R.A.F., or a civilian medical practitioner engaged under contract under para. **1547,** is not available, a C.O. may call in a civilian medical practitioner to attend on an officer, airman or civilian employee. Fees for

Digitized by Google

such attendance will not be paid from air force funds save in respect of personnel entitled to medical attendance under Section IV of this chapter.

5. Where neither a medical officer nor a civilian medical practitioner employed on contract is available, the examination of applicants for civilian employment, as required by A.P. 826, will be carried out by a civilian medical practitioner specially appointed for the purpose.

6. Claims arising out of such engagements should be referred to the Air Ministry for settlement.

7. An officer or airman who is living in married quarters may employ at his own expense a civilian medical practitioner to attend upon himself or his family. He will, however, at once report the circumstances (forwarding a medical certificate as to the nature of the illness) for the information of the C.O., and of the medical officer in charge. The medical officer is authorised to visit any case of sickness occurring in married quarters to enable him to take the necessary sanitary precautions.

8. Where a R.A.F. medical officer or civilian medical practitioner engaged for attendance on R.A.F. personnel requires a second opinion or assistance in the administration of an anæsthetic, &c., the air or other officer commanding, on the advice of the competent medical authority, may authorise the employment of a local practitioner at public expense provided that the necessary assistance cannot be given by another medical officer or civilian medical practitioner officially employed. Such authorisation will be restricted to cases of—

(*a*) officers suffering from disabilities directly attributable to the service;

(*b*) airmen;

(*c*) members of families of airmen eligible for family allowance.

(*See also* para. **1513,** clause 1A.)

1547. Procedure for employing Civilian Medical Practitioners.—1. A civilian medical practitioner may be employed either under contract for definite duties, or casually, according to the nature of the circumstances.

2. Where employment is to be other than casual, the competent medical authority will enter into a written agreement with the civilian medical practitioner; he will send copies of the agreement, immediately after its execution, to the Air Ministry and to the accountant officer of the command or independent group or wing.

3. Before making an agreement with a civilian medical practitioner, the competent medical authority will ascertain whether he is already in receipt of payment from the Admiralty or War Office, and, if such is the case, he will be guided by para. **1549.**

4. An agreement with a civilian medical practitioner will include the following stipulations:—

(*a*) That payment will be made under the conditions and at the rates laid down in para. **1548,** subject to para. **1549,** where applicable.

(*b*) That the agreement may be terminated by fourteen days' notice on either side, but in the event of the withdrawal of the

Digitized by Google

air forces or of the station being closed, the agreement shall forthwith and without previous notice be terminated, and the civilian medical practitioner shall have no claim after the date of such withdrawal or closing.

1548. Rates of Pay for Civilian Medical Practitioners.—1. The rates of pay of civilian medical practitioners employed under contract will be as follows, subject to the total emoluments for all services rendered not exceeding £1 17*s.* 6*d.* for any one day:—

(*a*) Attendance (including vaccination when required under the regulations) and cost of medicines—

(i) If there are less than 10 persons £6 8*s.* 6*d.* a year.

(ii) If there are 10 persons or more, for every complete 25, or portion of 25, provided that the total emoluments, exclusive of services under (*b*) and (*c*), shall not in any instance exceed £1 8*s.* 0*d.* for any one day.. .. £12 17*s.* 0*d.* a year.

(*b*) For each recruit for the regular air force examined, 4*s.*; for each candidate for civilian employment examined, 3*s.*

(*c*) For each officer or airman inoculated, 1*s.*

2. Where civilian medical practitioners cannot be obtained at the rates set out in clause 1 (*a*), a higher rate of remuneration may be fixed by the competent medical authority subject to confirmation by the Air Ministry. The basis of such remuneration will necessarily depend on the special circumstances, but normally arrangements should be made for a sliding scale varying according to the numbers to be attended, and approximating as nearly as possible to that given in clause 1 (*a*). An agreement entered into in these circumstances will contain a clause to the effect that it is subject to confirmation by the Air Ministry and that it will terminate automatically if it is not confirmed, without prejudice to anything done under the contract before the date on which it is terminated.

3. The calculation of the numbers in clause 1 (*a*) will be based on the daily average number of officers and airmen, and other persons eligible for medical attendance at the public expense under Section IV of this chapter. Payment will be made quarterly in arrear, and the average will be taken over the quarter (or such portion of the quarter as has been covered by the civilian practitioner's appointment).

1549. Civilian Medical Practitioners Employed Jointly with Army or Navy.—1. If a civilian medical practitioner's duties are to include attendance on personnel of the R.N. as well as of the R.A.F., full particulars showing the numbers of personnel of each service separately will be reported to the Air Ministry, when instructions will be issued. If it is decided that remuneration shall be paid from air force funds, the agreement will be concluded by the competent medical authority and claims dealt with under para. **1551.**

2. If the civilian medical practitioner's duties are to include attendance on personnel of the Army as well as of the R.A.F. (including civilian employees under para. **1541**), the competent medical authority will communicate with the deputy director of medical services of the Army command concerned and make arrangements as follows:—

Digitized by Google

(*a*) If the number of Army officers and soldiers to be attended exceeds the number of air force officers and airmen, the rate of remuneration will be fixed by the military authorities, who will give instructions as to the rendering of claims.

(*b*) If the number of air force officers and airmen to be attended exceeds the number of Army officers and soldiers, the rate of remuneration will be fixed by the competent medical authority. Claims in respect of both military and air force personnel will be made as directed in para. **1551.**

(*c*) The service making the payment will recover from the other service such part of the amount paid as is proportionate to the number of personnel of that service under the medical charge of the civilian medical practitioner. The number of personnel for this purpose will be obtained by taking the daily average number entitled to medical attendance during the period in respect of which payment is made. Sums due to R.A.F. funds will be made the subject of claim by accountant officers against the appropriate Army command paymaster.

(*d*) The total remuneration from public funds for attendance on military and air force personnel will in no case exceed £1 8*s*. a day.

1550. Fees for Casual Employment.—1. When a civilian medical practitioner is employed as provided in para. **1546,** clauses 2 and 3, fees for visits and medicine will be payable to him from air force funds according to the following scale:—

	At surgery.	Visits not more than two miles away.	Greater distances.
	s. *d.*	*s.* *d.*	
Day	3 0	4 6	For each additional mile or part of a mile (in one direction only), night or day, 6*d*., with a limit of £1 a visit.
Night .. .. .. (2200 to 0700 hours.)	—	6 0	

2. The distance fee in clause 1 is payable in respect only of the first case visited when more than one patient is attended on the same visit.

3. *Deleted.*

3A. A fee of 1*s*. is admissible for each airman examined under para. **1481,** clause 2, when a R.A.F. medical officer, a whole-time civilian medical practitioner or a regular medical practitioner is not available.

4. A civilian medical practitioner casually employed under para. **1546,** clause 5, will receive from air force funds a fee of 3*s*. for each applicant examined.

5. The maximum fee payable for all services on any one day is £1 17*s*. 6*d*.

Digitized by Google

1551. Payment of Civilian Medical Practitioners.—1. The payments under para. **1548** will be made quarterly in arrear. Payments under para. **1550** will be made as they fall due in isolated individual cases, or quarterly in arrear when a civilian medical practitioner's services are in frequent demand.

2. Civilian medical practitioners will render their claims (on Form 1661 in respect of the examination of recruits, on Form 1666 if employed on contract under para. **1548** and on Form 1667 if employed casually under para. **1550**) to the C.O. of the unit or station. After completion of the necessary certificate the C.O. will pass the form to the air or other officer commanding for approval and transmission by the competent medical authority to the station or unit accountant officer for payment. Claims from whole-time civilian medical practitioners employed at the daily rate laid down in para. **1499**, clause 3 (*a*), or at rates fixed by the Air Ministry will be rendered in manuscript and disposed of as above. Any claims involving charges not covered by the preceding paras. will be forwarded, through the competent medical authority, to the Air Ministry for disposal.

3. Claims for the payment of fees for inoculation of officers and airmen must be supported by a nominal roll of those inoculated, signed by the civilian medical practitioner, and countersigned by the C.O.

4. In order to obviate frequent changes in the channel of payment, the department by which the contract under para. **1549**, clause 2, is made will continue to issue pay for a period of six months from the date of commencement of the contract, notwithstanding any variation in the relative strengths of military and air force personnel who are entitled to medical attendance under the contract. The responsibility for payment will then be reviewed and determined as laid down in clause 2 (*a*) and (*b*) of that para.

5. *See* para. **2044** as to the payment of a civilian medical practitioner's fees for attendance on civil aviators; and para. **1419** as to the payment of fees for attendance at inquests and making post-mortem examinations.

1552. Employment of Civilian Specialists.—1. *In-patient treatment.*—When a service specialist is not available and it is considered necessary to employ a civilian specialist for consultation or operation in the case of an officer, airman or member of the family of an airman eligible for family allowance who is a patient in a service hospital, the specialist may be engaged at public expense after approval of the competent medical authority under instructions from the Air Ministry.

2. *Out-patient treatment.*—When a service specialist is not available, a civilian specialist may be engaged for a consultation at the public expense when considered necessary by the competent medical authority in the case of—

(*a*) an officer of any branch suffering from a disability as referred to in para. **1514**, clause 1 or 2,

(*b*) an officer of the general duties branch when there is reason to question his fitness for flying duties on account of an actual or suspected disability of a nature which calls for examination by a specialist; consultation of civilian specialists under this head will be

Digitized by Google

limited to the minimum necessary to determine fitness for flying duties,

(*c*) an airman,

when not in receipt of in-patient treatment. At home, the claim of the specialist will be referred to the Air Ministry for payment. Overseas commands will render a return at the end of each quarter giving particulars of the officers and/or airmen sent to civilian specialists, the names of the specialists employed, full medical reasons for their employment and the fees paid.

3. In no other cases may civilian specialists be employed at the public expense.

SECTION VI.—DENTAL SERVICES AND TREATMENT.

1559. Administration of the Dental Branch and Provision of Dental Officers.—The dental branch is administered by the Director of Dental Services who is responsible to the Director-General of Medical Services. Dental officers are allocated to stations with a view to securing the maximum benefit for the service.

1560. Duties of Inspecting Dental Officers.—1. Inspecting dental officers appointed to the staffs of P.M.Os. of Commands will assist in all matters affecting the dental services. They will visit dental centres as necessary, making at least one visit in each year and will examine the books and records, inspect the equipment, instruments, materials, etc. They will ensure that:—

(*a*) Dental officers are fully acquainted with the regulations and orders relating to dental treatment.

(*b*) the dental treatment of R.A.F. personnel serving in the United Kingdom is efficiently given in accordance with regulations. Whenever possible they will inspect airmen who have received treatment or who have been passed as dentally fit.

2. Inspecting dental officers will inform the group headquarters concerned of their intention to visit dental centres in sufficient time to allow stations to be notified in advance. On completion of each tour they will notify their P.M.Os. of their observations and recommendations on the dental administration of the stations visited.

3. They will undertake all dental administration on behalf of their respective P.M.Os., including the maintenance of Forms 670 and duplicate Forms 672.

4. They will complete the appropriate section of confidential reports (F. 1369) on dental officers of their commands, and will advise as to the suitability of dental officers for promotion and selection for permanent commissions.

5. They will, as soon as possible, after 31st December in each year, prepare in duplicate an annual report on the dental arrangements for their command, one copy being forwarded so as to arrive at the Air Ministry before 1st March.

6. The Inspecting Dental Officer of Technical Training Command will, in addition, carry out the duties of Training Officer (Dental) on behalf of the Commandant of the Medical Training Establishment and Depot.

Digitized by Google

1561. Duties of Dental Officers.—1. A dental officer (in addition to his general responsibility as an officer under para. **1070,** &c.) will in particular be responsible for carrying out the regulations and orders relating to dental treatment. As far as is practicable the treatment given will be conservative in nature.

2. He will arrange with the C.O. of the station or unit to hold such periodical inspections of airmen as may be necessary. At all inspections the names of those requiring treatment will be noted for future appointment in a suitable book together with the details of the treatment required.

2A. In order to obviate, as far as possible, the waste of time available for dental treatment and to avoid interference with the ordinary routine of the station, the dental officer will confer with the C.O. in matters relating to attendance for treatment (or non-attendance where appointments previously arranged have not been kept). All appointments will be entered on Form 3499, and this form will be passed to the C.O. of the station or unit who will be responsible that patients attend at the times indicated thereon. In addition the dental officer will supply the orderly room with a nominal roll of airmen awaiting treatment in order that another patient may be substituted for an airman unable to keep an appointment.

3. He will instruct the officers and airmen of the units under his charge as to the importance of dental hygiene.

4. He will be responsible for the care of all instruments and for keeping accounts of dental stores as laid down in A.P. 1269.

5. He will, as far as he is available, examine airmen upon arrival at a station and prior to their posting to another station, or discharge or transfer to the reserve.

6. He will examine monthly all Forms 48 at his station or stations visited by him, and, where necessary, complete the dental chart in accordance with para. **1578,** clause 4.

7. At stations where apprentices and boy entrants are present the dental officer will examine them at least every six months; any treatment necessary will be recorded, and arrangements will be made for carrying it out as soon as possible.

8. He will keep a daily record, as laid down in para. **1578,** of all dental treatment carried out.

9. He will not be allowed to carry out any dental work (including the supply or repair of dentures) to air force personnel, privately for remuneration.

1562. Dental Mechanical Laboratories.—1. The senior dental officer at R.A.F. Station, Uxbridge and at all stations where an auxiliary dental laboratory is situated will, in addition to his other routine duties, be in charge of the dental mechanical laboratory. He will keep a record in a suitable book of all details of denture work undertaken in the laboratory. Each case will be given a "case number" and a record will be made of the name and rank (and airman's official number) of every officer and airman for whom denture work is done.

Digitized by Google

2. When he considers the supply of a denture unnecessary, he will refer the case for final decision direct to the inspecting dental officer who approved the supply of dentures on Form 632. Each case so forwarded will be accompanied by models and bites, Form 632, and copies of all relevant correspondence.

3. Losses or deficiencies of dental appliances, or of materials, will be dealt with as laid down in paras. **1644** to **1646.**

1563. Dental Examination and Treatment of Officers and Airmen proceeding Abroad.—1. When notification is made to home commands that individual officers may be required to proceed abroad during any forthcoming trooping season, such officers will be examined by the dental officer at the station concerned, or by the medical officer where a dental officer is not avaliable, and if found to require dental treatment they will be definitely instructed to take the necessary steps to render themselves dentally fit, either as allowed in para. **1564**, or privately at their own expense should they so elect.

2. When preliminary notice is received that airmen will be required for posting abroad, they will at once be dentally examined as in clause 1, and arrangements will be made for any necessary treatment to be carried out as laid down in para. **1566.** Any airman who refuses dental treatment will not be considered unfit for service overseas on that account alone. If he is otherwise fit he will proceed with his unit or draft. (*See* para. **1566A** and para. **1578,** clause 3, as to marking of Form 48.)

3. Officers and airmen referred to in clauses 1 and 2 will receive priority dental treatment.

1564. Dental Treatment of Officers.—1. An officer on full pay or an officer on the retired list re-employed elsewhere than at the Air Ministry will be allowed dental treatment at the public expense wherever there is a dental officer nominated for the duty, or where a civilian dental surgeon is engaged for full-time attendance on air force personnel at an inclusive rate of pay. Such dental treatment will not include the provision of denture work which will only be supplied to officers under the terms of clauses 3, 4 and 5.

2. Subject to para. **1571,** clause 1, if a dental officer or civilian dental surgeon engaged as in clause 1 is not available, such reasonable expense as may be approved by the air or other officer commanding (on the advice of the competent medical authority) for dental treatment by a private civilian dental surgeon will be allowed to—

(*a*) an officer suffering from dental disability directly attributable to the conditions of air force service;

(*b*) an officer who is qualified to wear the flying or other air crew badge, or an air crew pupil, except one who has been found by a medical board to be permanently unfit for air crew duties;

provided that—

(i) authority has previously been obtained from the air or other officer commanding for the treatment to be carried out;

(ii) the treatment is urgently required;

(iii) the condition of the officer renders it impossible for him

Digitized by Google

to be moved to the nearest station where a dental officer, or an employed civilian dental surgeon, is available and economical arrangements cannot be made for him to be visited at his residence by a dental officer or full-time civilian dental surgeon.

3. A serving officer who has been wounded in action or has sustained an injury which is directly attributable to the conditions of air force service otherwise than in action, and has thereby lost a tooth, or sustained any other injury necessitating the use of a denture, will be supplied with such.

4. Except as provided in clause 5, the cost of repairs and replacements will be borne by the officer so long as he continues to serve.

5. An officer who is qualified to wear the flying or other air crew badge, or an air crew pupil, except one who has been found by a medical board to be permanently unfit for air crew duties, will be supplied with dentures, and subsequent repairs will be undertaken, if the dental or medical officer superintending treatment certifies that these are necessary for efficient mastication, provided, however, that where the supply or repair is necessitated by loss or damage through neglect or misconduct on the part of the officer or pupil, the cost will be borne by the officer or pupil.

6. *See* para. **1569** as to the provision of porcelain crowns.

7. An officer on half-pay suffering from a dental disability directly attributable to the conditions of air force service will be allowed dental treatment under the same conditions as an officer on full pay.

1565. Dental Treatment of the Nursing Service.—A member of the Princess Mary's R.A.F. Nursing Service will be allowed dental treatment at the public expense wherever there is an air force dental officer appointed for the duty or where a civilian dental surgeon is engaged for full-time attendance on air force personnel at an inclusive rate of pay; but dentures will not be supplied or repaired except where the loss of teeth or damage to a denture is due to causes directly attributable to the air force service and is so certified by the competent medical authority.

1566. Dental Treatment of Airmen.—1. An airman will be given such dental treatment as is necessary to render him fit for service at home and abroad. Dentures will be supplied under the following conditions only:—

(*a*) An airman who incurs such loss of teeth as would otherwise entail his being invalided and whose dental condition is not due to his own fault may be provided with dentures at the public expense, if, in the opinion of the medical officer, he will be thereby rendered fit for service at home and abroad. Necessary renewals or repairs of dentures and additions thereto may also be provided at the public expense when the conditions justifying the initial provision of dentures under this clause are fulfilled.

(*b*) *Deleted.*

(*c*) *Deleted,*

(*d*) An airman who as the result of—

(i) injury received on duty otherwise than through neglect or misconduct; or

Digitized by Google

(ii) wound, injury or disease directly attributable to active service

incurs loss of teeth may, at the public expense, be provided with dentures and subsequent renewals or repairs as may be necessary.

2. *See* para. **1569** as to the provision of porcelain crowns.

3. Where, owing to a disability directly attributable to the conditions of air force service, an airman, on being discharged from the service, is in need of dentures, such dentures will be supplied at the public expense.

4. A discharged airman in receipt of a pension in respect of a disability directly attributable to the conditions of air force service, to whom dentures have been issued at public expense, may, on application to the Air Ministry, have such dentures repaired, renewed or replaced at public expense, provided that—

(*a*) (i) such repair, renewal or replacement would lead to removal of the disability or to such improvement as is likely, in the opinion of the Director-General of Medical Services, to lead to a reduction of the disability pension, or

(ii) in the absence of such repair, renewal or replacement, disability pension would have to be increased;

(*b*) loss or damage of the dentures arose from circumstances beyond the discharged airman's control.

1566A. Refusal of Dental Treatment.—If an officer or airman refuses dental treatment his attention will be drawn to para. **1566,** clause 1, sub-clause (*a*), under which he may be liable to forfeit his right to the ultimate provision of dentures at public expense. If he persists in his refusal the fact will be noted in red ink in table 5 or 7, as appropriate, of Form 48, and also for airmen on page 7 of Form 64, under the heading "Particulars of Artificial Dentures", dated and signed by the officer or dental officer and by the airman. Should he subsequently wish to avail himself of service facilities for dental treatment, he will be required to add below the entry of refusal on Form 48 and Form 64 "Treatment now requested under K.R. and A.C.I., para. 1566A". This entry will be taken as expressing his willingness to accept such dental treatment as the dental officer may advise. Any subsequent refusal will automatically debar the officer or airman from further treatment from service sources, except on repayment.

1567. Dentures Lost or Damaged.—When dentures originally supplied from naval, military or air force funds can be shown to have been lost or damaged through neglect or misconduct, the airman will be placed under stoppages under para. **3465** to meet the cost of repair or replacement.

1568. Dentures—How Provided.—1. Form 632 (front page) will be used by dental officers when supplying or repairing dentures for any officer or airman entitled thereto under para. **1564** or **1566.** This form, when duly filled in, will be submitted to the competent medical authority for approval, and no work will be undertaken until this approval has been obtained. When the supply of a denture has been approved, the dental officer will complete Section 4 of the form and forward it, together with the models or impressions, to the officer i/c dental mechanical laboratory. This form will be enclosed in an envelope and will accompany the models or impressions in subsequent trans-

Digitized by Google

missions between the dental officer and the officer i/c dental mechanical laboratory.

2. All impression trays will bear a legible station identification mark before being sent away, and will be returned without delay by the officer i/c dental mechanical laboratory to the station concerned.

3. All impressions and models will, before their despatch to the officer i/c dental mechanical laboratory, be marked with indelible pencil, giving the name and rank of the officer, and in addition the official number of an airman, for whom the denture is required.

4. Dentures which are constructed of precious metals will always be transmitted by registered post.

5. When the denture work has been received completed, and has been satisfactorily fitted, the dental officer will obtain the necessary signature in Section 5 of Form 632, and after completing Section 6 will forward it, with the relative laboratory note, to the inspecting dental officer of the command when rendering his monthly return of dental treatment (Form 676). The inspecting dental officer is responsible for the transmission of the notes to the appropriate dental laboratory.

6. Particulars of the issue of a denture, giving number of teeth and date, will be recorded by the dental officer in Table 5 or 7, as appropriate, of Form 48 and, for an airman, also in his pay book (Form 64).

1569. Provision of Porcelain Crowns.—1. Except where the loss of teeth necessitates the provision of an artificial denture, porcelain crowns may, subject to the approval of the competent medical authority, be fitted by dental officers in such cases as accidental fracture of incisor or canine teeth, and where there has been extensive decay of one of those teeth leaving the root that can be made sterile.

2. On approval being granted, Form 1209 will be completed in triplicate, and two copies forwarded, through the usual channels, to the Air Ministry, the date and authority for supply being given. The third copy of Form 1209 will be retained by the station dental officer who will take the crowns on charge in Form 823 and will expend them as directed in A.P. 1269.

1570. Procedure for Obtaining Repayment.—When renewals or repairs to dentures not chargeable to public funds have been carried out in accordance with para. **1567**, the dental officer, or medical officer where the work has been performed by a civilian dental surgeon, will prepare Form 664B in duplicate for signature by the C.O. of the unit and by the officer or airman concerned. The C.O. of the unit will then pass both copies of the form to the accountant officer of the patient's unit. The accountant officer will return the original copy to the dental officer endorsed with a reference to the cash account in which the amount due from an officer is brought to account or with a reference to the pay ledger in which the sum due from an airman is debited to his account. The dental officer will attach it to Form 632 and forward both forms to the inspecting dental officer of the command as laid down in para. **1568**, clause 5. The rates to be charged will be those laid down in para. **1572** as payable to civilian dental surgeons.

1571. Treatment by Civilian Dental Surgeons.—1. Where the services of a dental officer or full-time civilian dental surgeon are not available

Digitized by Google

the medical officer of a station may refer officers and members of the nursing service whose dental disability is directly attributable to the conditions of air force service, or airmen entitled to dental treatment under para. **1566,** to a local civilian dental surgeon engaged on a fee basis. Before taking action, the medical officer should consult the inspecting dental officer of the command, who will forward the name of the civilian dental surgeon to the Air Ministry for approval. The procedure for treatment will be as laid down in clauses 2 and 3.

2. Form 632 (reverse) will be used by civilian dental surgeons when recommending dental treatment. The form will be completed and disposed of as follows:—

(*a*) The medical officer will complete Section 1 of the reverse of the form, and in addition sub-headings (*a*) to (*e*) on the front page where the supply or repair of dentures is recommended. The patient will then take the form to the dental surgeon.

(*b*) The dental surgeon after completing Section 2 will return the form to the medical officer who will forward it to the competent medical authority for approval and return.

(*c*) Upon completion of the work, the dental surgeon will complete Section 4 and pass the form to the medical officer, who, after satisfying himself that the treatment specified has been satisfactorily carried out, will obtain in Section 5 the signature of the patient. The medical officer will then complete Section 6 and pass the form to the inspecting dental officer of the command who, after checking, will forward it to the appropriate station accountant officer for payment.

(*d*) The medical officer of a station may give authority for immediate treatment (but not denture work) at the first visit up to a maximum of 10*s.* 6*d.* and subsequently complete Section 3 of Form 632. If the total estimate of treatment required does not exceed £1, the approval of the competent medical authority is not required. No denture work of any description will be undertaken without the prior approval of the competent medical authority.

3. When renewals or repairs to dentures not chargeable to public funds are completed by civilian dental surgeons, the procedure as to recovery laid down in para. **1570** will be carried out.

4. The medical officer will enter, at Table 5 (or Table 7 as the case may be) of Form 48, details of any dental treatment rendered by civilian dental surgeons. Any denture work carried out for an airman will also be entered in his pay book (Form 64).

1572. Fees of Civilian Dental Surgeons.—1. The maximum scale of fees for dental treatment by civilian dental surgeons engaged under Air Ministry authority will be as in the following clauses.

	s.	*d.*
2. *Scaling and treatment of the gums*—for each individual (when necessary)	7	6

The scale fee covers the removal of calculus and other deposits from the teeth and the provision of necessary treatment for all ordinary or simple disorders of the gums, even though more than one visit by the patient for treatment may be required. Special estimates for treatment of the gums are not to be submitted unless the conditions are very

Digitized by Google

exceptional. Any scaling and treatment of the gums which are necessary in a jaw in which a denture of ten or more teeth is supplied, are to be carried out without charge.

	s.	d.
3. *Fillings*—for each filling	7	6
Maximum charge for any one tooth	12	6

Fillings to which this fee applies must be permanent in character. The fee of 7*s.* 6*d.* is payable when only one filling is necessary to restore the tooth to a sound condition. The maximum fee of 12*s.* 6*d.* is to include all the fillings in any given tooth which are necessary to restore the tooth to a sound condition.

	s.	d.
4. *Root treatment*—for each tooth	7	6
Maximum charge for fillings and root treatment in any one tooth	17	6

Root treatment includes the filling of each root of the tooth, but does not include the insertion of fillings coming under clause 3. Root treatment means either of the following:—

(1) The devitalization of the pulp of a tooth and the subsequent removal of the pulp, followed by the necessary treatment and filling of each root of the tooth.

(2) The treatment of septic root canals and the subsequent filling of each root canal.

It does not include any dressing or treatment of the pulp of a conservative nature.

5. (*a*) *Extractions—with Local Anæsthetic.*	£	s.	d.
One tooth		2	6
Two teeth		5	0
Three or four teeth		7	6
Five or six teeth		10	0
Seven or eight teeth		12	6
Nine or ten teeth		15	0
Eleven or twelve teeth		17	6
Thirteen or fourteen teeth	1	0	0
Fifteen or sixteen teeth	1	2	6
Seventeen or more teeth	1	5	0

(*b*) *Administration of General Anæsthetics.*

(i) Fee per case, including cost of anæsthetic (payable when the anæsthetist is not in Air Ministry employment), in connection with the extraction of—

	£	s.	d.
One to four teeth		5	0
Five to eight teeth		7	6
Nine to twelve teeth		12	6
Thirteen to sixteen teeth		17	6
Seventeen or more teeth	1	1	0

Provided that no fee in excess of 7*s.* 6*d.* shall be payable for the administration of a general anæsthetic unless a doctor or dentist (other than the dentist performing the extractions) administers the anæsthetic.

(ii) Allowance for use of dentist's apparatus and nitrous oxide by medical practitioner in Air Ministry employment	s.	d
	5	0

Digitized by Google

Local anæsthetic will be used in all cases unless definitely contra-indicated. The administration of general anæsthetics, when necessary, will always be carried out by an air force medical officer or a medical practitioner in Air Ministry employment unless very special circumstances prevent this course being taken.

6. *Dentures*, including all necessary bands, wires and fastenings—

	£	s.	d.
1 Tooth	1	1	0
2 Teeth	1	1	0
3 Teeth	1	6	0
4 Teeth	1	11	0
5 Teeth	1	16	0
6 Teeth	2	1	0
7 Teeth	2	6	0
8 Teeth	2	11	0
9 Teeth and over	2	15	0
Maximum fee for upper or lower	2	15	0
Maximum fee for upper and lower	5	10	0

Impressions for dentures are not to be taken within a period of three months from the date of the final extraction, and in no case are they to be taken, even though three months may have elapsed, until the dentist is satisfied that absorption is sufficiently completed for permanent dentures to be supplied. All necessary adjustments or alterations of dentures (except breakages) within twelve months after completion are to be made by the dentist without additional charge. All necessary bands, wires and fastenings are to be supplied without extra charge. No charge is to be made by the dentist for placing a third molar (wisdom tooth) on any denture or re-make. The charge for a denture is to be based on the number of teeth actually and necessarily supplied on the denture.

7. *Repairs*—

7*s.* 6*d.* for the first, 5*s.* for each subsequent item on a denture as stated below with a maximum of 12*s.* 6*d.* for each denture in respect of items 1, 2 and 4 and of £1 in respect of all items:—

(1) Cracks, fissures or fractures of dentures.
(2) The replacing of a loosened tooth or loosened band or wire.
(3) The adding of one new tooth or one band or one wire.
(4) An extension of the plate even when that extension embraces part of a natural tooth.

8. *Remaking dentures*—

	£	s.	d.
1 Tooth		14	0
2 Teeth		14	0
3 Teeth		17	4
4 Teeth	1	0	8
5 Teeth	1	4	0
6 Teeth	1	7	4
7 Teeth	1	10	8
8 Teeth	1	14	0
9 Teeth	1	16	8
10 Teeth and more	1	16	8
Maximum (including any necessary additions at 5*s.* a tooth) for each denture	2	0	0

Digitized by Google

9. *Examination and report.*—Fee where patient does not return for treatment .... s. d. 2 6

10. *Maximum Fee.*—The amount payable in respect of the dental treatment (including anæsthetist's fee) of any single patient will not exceed £8, even if the detailed charges at the above rates exceed this amount, unless the circumstances are exceptional and the prior sanction of the Air Ministry has been obtained.

10A. *Special Treatment.*—The estimated cost, including fees for any extra treatment (e.g. X-ray) not allowed for in the preceding clauses, will be forwarded through the usual channels to the Air Ministry for prior approval.

11. *General.*—Denture work (including repairs or additions), or treatment with a view to the provision of dentures, must not be commenced without previous sanction of the competent medical authority.

12. The bills of dental surgeons privately consulted will not be met from air force funds.

1573. Specification of Materials to be used by Civilian Dental Surgeons.—1. All filling materials shall be of first grade quality and suitable for each individual cavity. Oxyphosphate cements and gutta percha shall not be regarded as permanent filling materials except in special circumstances.

2. In vulcanite work where pin teeth are used all pins shall be of platinum or nickel cased with gold or other precious metal, or nickel alloy cased with gold or other precious metal. Pins sheathed with gold or platinum anchored within the porcelain are within this specification. The teeth shall be of first grade quality.

3. Diatorics are not to be used for the six upper anterior teeth. They may be used for the lower six anterior teeth only when artificial gum is necessary.

4. Metal strengtheners shall be compatible with vulcanite and not liable to corrode in the mouth.

5. All rubbers used in vulcanite dentures shall be of first grade quality. Plastic base materials other than vulcanite are not to be used.

6. Bands, wires and fastenings shall be of 16 carat gold. Bands shall not be less than No. 7 gauge in thickness. Stainless steel may be used for strengtheners, bars for lower dentures, bolts, swivels and spiral springs (where necessary), and the cusps of posterior teeth in close bites.

1574. Officers' Families—Dental Treatment.—At stations abroad where registered civilian dental surgeons with British dental qualifications are not available, the wives and families of officers may be given emergency dental treatment, at the public expense, by a dental officer, provided that they can attend him for the purpose and that the work does not interfere with the efficient discharge of his duties.

1575. Airmen's Families—Dental Treatment.—1. Subject to clauses 2 and 3, the family (as defined in para. **1538**) of an airman eligible for family allowance and expectant mothers who are the wives of airmen not eligible for family allowance may be given dental treatment provided they are able to attend at a dental surgery of a service dental officer (the condition contained in para. **1509** will not be enforced). No charge

Digitized by Google

will be made for the necessary materials supplied. Dentures, however, will only be supplied or repaired on repayment at the rates laid down in para. **1572.**

2. Treatment must be regarded as a privilege and not as a right. It can be granted only when no additional cost to air force funds is involved beyond the actual cost of materials. In no circumstances will additional staff be engaged to provide dental treatment for the families of airmen.

3. Before affording treatment to the wife or child of an airman, the dental officer will obtain the signed certificate of the airman to the effect that he is willing that the treatment shall be carried out, and that any fees chargeable in connection with such treatment shall be deducted from his pay.

1576. Dental Treatment of Personnel of the R.N. and Army by Air Force Dental Officers, and of Air Force Personnel by Naval and Military Dental Officers.—1. In exceptional circumstances where dental treatment cannot be given by dental officers of their own services, personnel of the R.N. and Army may be given dental treatment at air force dental centres, provided that air force requirements are not interfered with, and that the employment of additional staff is not thereby entailed. Similarly, where the services of a dental officer or full-time civilian dental surgeon are not available, air force personnel may be accorded necessary treatment at naval or army dental centres under the same conditions.

2. Dental treatment will be provided free reciprocally between the three services.

3. The procedure for sending air force personnel for treatment to a naval or army dental centre will be as follows:—

(*a*) Form 632, signed by the medical officer of the station, will be sent with the officer or airman requiring treatment to the dental officer in charge of the naval or army dental centre. On completion of treatment the form, showing particulars of the treatment given, will be returned to the patient's medical officer. If an officer or airman is absent from his unit on leave, treatment for the relief of pain or in a case of urgency may be given, on production of sufficient evidence of identity.

(*b*) Where denture work is required, Form 632 will be rendered in duplicate. The form will be completed in duplicate by the dental officer and forwarded to the patient's medical officer who will forward it to Command Headquarters for approval before treatment is commenced. On completion of the treatment the dental officer will obtain the signature of the patient in Section 5 of the form, complete Section 6, and forward one copy to the patient's medical officer; the remaining copy will be retained and disposed of by the dental officer.

(*c*) On completion of treatment the medical officer will abstract from Form 632 the details of treatment and enter them on Form 48. Forms 632 will then be forwarded to the inspecting dental officer of the command concerned for disposal.

Digitized by Google

4. The procedure for sending naval personnel (other than officers lent to the R.A.F.) for treatment to an air force dental centre will be as follows:—

(*a*) Form S. 31 (or Form M. 234 for denture work), signed by a competent officer of the R.N., will be sent with the patient.

(*b*) Where denture work is required Form M. 234 will be completed by the dental officer and returned to the patient's C.O. for approval before the work is commenced.

(*c*) Form S. 31, showing details of treatment and indicating the centre at which treatment was given, also Form M. 234 (if used), will be returned to the commanding officer of the ship or establishment to which the patient belongs, for disposal.

5. The procedure for sending military personnel for treatment to an air force dental centre will be as follows:—

(*a*) A written request for officers, or A.F.B. 256 for other ranks, will accompany the patient. Personnel on leave will be required to produce sufficient evidence of identity.

(*b*) On completion of the treatment, particulars will be sent by the dental officer, on Form 632, to the C.O. of the Army unit. Where denture work is required, Form 632 will, however, be completed in duplicate by the dental officer and forwarded to the C.O. of the Army unit for approval before the work is commenced. Upon completion of the work the dental officer will obtain the signature of the patient in Section 5 of the form, complete Section 6, and forward one copy to the C.O. of the Army unit; the remaining copy will be returned to the Dental Officer i/c Dental Mechanical Laboratory.

1577. Dental Examination of Recruits.—Whenever possible a recruit will, before being accepted, be dentally examined by a dental officer. He will always, as soon as possible after attestation, be examined by a dental officer who will complete the dental chart on his Form 48 as directed in para. **1578**, clause 4.

1578. Record of Dental Treatment.—1. A detailed daily record of all treatment carried out will be kept by a dental officer, and from this record a monthly return will be compiled on Form 676, showing all treatment completed up to the last day of each month. The return will be forwarded in duplicate as soon as possible after the first day of each month to the competent medical authority, who will retain one copy and pass the other to the Air Ministry.

2. Table 5 (or Table 7 as the case may be) of Form 48 will be completed by a dental officer from his daily record book in respect of every officer or airman treated by him. (*See* paras. **1568** and **1571** as to dentures, and work done by civilian dental surgeons.)

3. In the event of refusal of dental treatment the procedure detailed in para. **1566A** will be carried out.

3A. If an officer or airman is posted from the station before treatment is complete "Incomplete" will be entered in table 5 or 7, as appropriate, of Form 48.

Digitized by Google

4. The dental chart on Form 48 is solely to show the exact condition of the teeth of an officer or airman on entry into the service, or when visiting a dental officer for the first time either for examination or treatment. After it has been completed no further entries will be made on the chart itself.

1579. Dental Reference Library.—A library consisting of books of reference on dental subjects will be maintained at the dental centre, No. 1 R.A.F. Depôt, for the use of dental officers serving in home commands. A sum of not less than £5 will be allocated annually, from the grant issuable for medical reference libraries, for the maintenance of the dental library, and the arrangements for the control of the library, the demanding and issuing of books, &c., will conform generally to those in force for medical reference libraries (*see* para. **1626**).

Section VII.—Sick Quarters and Hospitals.

1585. Sick Quarters—Functions.—1. Sick quarters are provided at all stations other than those where air force hospitals are established.

2. Accommodation is provided in which first aid can be rendered in accidents and in which the daily medical routine work including sick parades, simple minor operations, minor dressings, inoculations, vaccinations and medical examinations and inspections can be carried out.

3. As a general rule, beds are provided on a scale of 1 per cent. of the total establishment of the station with a minimum of four beds for any one station:—

(*a*) For cases of sickness or injury when it is expected that the patient will not require hospital treatment and will be fit to return to duty in a short time.

(*b*) For observation in cases of suspected notifiable disease.

(*c*) For serious emergency cases. Where the urgency of the case may require a major operation as part of first aid treatment, it is left to the discretion of the medical officer to decide whether such treatment should best be given in sick quarters or after removal to hospital.

4. Every patient requiring hospital treatment must be sent to a hospital if and when he is fit to travel. The following types of cases will be transferred to hospital:—

(*a*) Cases which for their diagnosis, operative or other treatment, or after-treatment, require special skilled assistance or equipment which is not available in sick quarters or procurable in sufficient time from service sources.

(*b*) *Deleted.*

(*c*) Venereal cases.

(*d*) Patients under observation for mental disease.

1586. Objects of Air Force Hospitals.—Air force hospitals are established for the reception and treatment of (*a*) officers and members of the nursing service who are entitled thereto under regulations, (*b*) cadets, (*c*) airmen of the regular air force the Reserve and the Auxiliary

Digitized by Google

Air Force, (*d*) families of airmen entitled thereto, and (*e*) personnel of the R.N., R.M., and Army under arrangements with the Admiralty and War Office (but *see also* paras. **1514** to **1543** as to civilians).

1587. Command and Administration of Hospitals.—1. Every air force hospital is under the command of a C.O. and for the purposes of discipline and interior economy is subject to the control of the air or other officer commanding the group at home or command abroad in which the hospital is situated.

2. Except in so far as any regulation contained in this section provides a different or modified procedure or instruction, the regulations governing the rest of the service will apply generally to all air force hospitals and officers and airmen serving or under treatment therein, whenever the circumstances are such that they (or any of them) are capable of application.

3. Communications on official and service matters must not be addressed directly to officer or airman patients in air force hospitals, but will be referred in the first instance to the C.O. of the hospital, who will take any action required thereon if and when he is of the opinion that the state of health of the patient so permits.

1588. Hospital Establishments.—1. An establishment of officers and airmen is provided for each hospital, and their duties will be allotted by the C.O. A separate establishment of members of the nursing service is also provided, and their duties will be allotted by the matron of each hospital.

2. When, from an increase of sickness, or other cause, the C.O. considers that the number of airmen of the medical branch doing duty in the hospital is insufficient to carry on the duties, and that the employment of additional attendants is absolutely necessary, he will apply for such to the competent medical authority. Should it become necessary to employ airmen from other units either in lieu of, or to supplement, the establishment of airmen of the medical branch and the competent medical authority is unable to furnish them, the air or other officer commanding is authorised to furnish to the hospital temporary assistance from other trades on the application of the competent medical authority. While so employed these airmen will not be available for other duties nor, if it can be avoided, will they be relieved by others so long as their services are required. As a general rule, only aircrafthands will be so attached. Should it become necessary to change the airmen, due notice will be given to the C.O. of the hospital.

3. Airmen employed as temporary assistants under clause 2 will not be detailed for duties involving the care of patients who are seriously ill, but their services will be utilised in assisting in the ordinary routine duties of the hospital.

1589. Number of Days' Sickness—How Reckoned.—1. For the purpose of compiling medical statistical returns (Forms 38, 39 and 41), the number of days' sickness in sick quarters and hospital will be calculated as follows:—

(*a*) When a patient is transferred from sick quarters to hospital, the day on which the transfer is made will not be counted.

Digitized by Google

(*b*) When a patient is discharged from sick quarters to duty, each period of 24 hours spent in sick quarters will be counted as one day. Periods of less than twelve hours in excess will not be counted. Periods of over twelve hours will be counted as one day.

(*c*) When a patient is received from a station into the hospital at the same station, days of sickness will be counted as in (*b*).

(*d*) When a patient is received into a hospital which is not situated at his station—

(i) if he is discharged to duty, the days of admission and discharge will be counted; or

(ii) if he is discharged to another hospital, the day on which the discharge takes place will not be counted.

2. For the purpose of calculating hospital charges, a charge will be made for the day on which discharge from sick quarters or hospital occurs, but not for the day of admission.

1590. R.A.F. Equipment in Hospitals.—1. A hospital is equipped, as far as may be necessary, in accordance with hospital equipment scales in A.P. 830, Vol. III.

2. The detailed instructions dealing with the accounting for, custody and care of, equipment in hospitals are contained in A.P. 830, Volume I, Appendix 3—"Duties of a Quartermaster (Medical) in a R.A.F. Hospital."

3. *Deleted.*

4. The general responsibility of the C.O. for R.A.F. equipment issued to the hospital is governed by para. **72**—*see also* paras. **1591** and **2388.**

1591. C.O. of Hospital to Inspect R.A.F. Equipment, &c.—The C.O., or an officer detailed by him, will frequently inspect all R.A.F. equipment, supplies, medical and dental stores supplied to the hospital, and will carry out such checks as may be necessary to satisfy himself that the safeguarding, maintenance in a serviceable condition, utilisation, disposal of and accounting for material are in accordance with the regulations (*see also* para. **72**).

1592. Medical and Dental Stores.—The C.O. is responsible for all medical and dental stores issued to the hospital. He will satisfy himself that the stores are demanded, issued, expended and accounted for as laid down in A.P. 1269.

1593. Hospital Foodstuffs, Diets and Extras.—1. Foodstuffs will be obtained, diets and extras issued, and accounting procedure carried out in accordance with the instructions and scales laid down in A.P. 112.

2. The C.O. will exercise the closest supervision over hospital foodstuffs and will satisfy himself that they are of good quality and in accordance with the contracts.

3. Medical officers will give particular attention to the selection of diets and extras suitable both in kind and quantity for the treatment of individual cases, and will, in all serious cases, give precise instructions as to the hours at which food and stimulants are to be administered.

Digitized by Google

They must bear in mind that, although no specific instructions can be laid down in regulations as to the circumstances in which extras should be ordered, all necessary economy compatible with the well-being of the patient should be practised, in order that undue or injudicious issues of extras may be avoided.

4. If patients detained in, or admitted to, hospital require additional nourishment before they are placed on hospital diet, such extras as are necessary will be ordered.

1594. Rationing of Staff of Hospitals.—Rations in respect of officers and airmen borne against the hospital establishment, and also in respect of officers and airmen attached for duty in the hospital, will be drawn, issued and accounted for in the same manner as in other units. Where the airmen are messed separately from the remainder of the station personnel, a messing account for airmen (Form 848) will be kept, and the commuted ration and cash equivalent allowances will be drawn, as laid down in Chapter XXXIV.

1595. Dining Rooms in Hospitals.—In hospitals where dining rooms exist, or can be made available, the meals of all patients able to leave the wards will be served in the dining rooms and not in the wards.

1596. Hours of Meals in Hospitals.—The C.O. will at his discretion arrange the hours for all meals so as to suit local requirements, regard being had to the fact that patients are not to be left too long a time without nourishment, especially between tea and breakfast.

1597. The Hospital Pack Store.—1. Subject to clause 9, whenever an airman patient is admitted, the quartermaster will receive the airman's clothing and necessaries brought to hospital, with the exception of service dress cap (and helmet at tropical stations), boots and canvas shoes, and enter a list of the articles on Form 1000 (in duplicate) indicating the condition of each article. Great care will be observed in registering the articles correctly so that no dispute may arise on the discharge of a patient from hospital. All articles of public clothing received with the airman and not required for his use should be returned forthwith to the unit.

2. The quartermaster will at once take over all medals, money or other valuables brought to hospital by a patient, noting on Form 1000 (in duplicate) the property thus transferred. The quartermaster will give the patient a receipt on Form 786A, and hand the articles and money to the C.O. for custody. After completing the inventory of a kit, the quartermaster will sign the duplicate Form 1000 which will first be endorsed by the patient (if able) or (if unable) by the ward orderly.

3. The quartermaster will at once send to be washed, the underclothing worn by a patient on admission, and also any soiled articles which may be handed in. The soiled articles belonging to each patient will be tied in separate bundles, to each of which a list of contents will be attached. The person to whom they are handed over for the purpose of being washed will initial the entry on Form 1000 (original) as a receipt. On the clean clothes being returned the bundles will be checked and placed in their respective packs. A nominal list of the airmen, showing the amount to be charged against each in respect of the cost of washing and mending personal clothing, is to be forwarded to the pay

Digitized by Google

accounting section of the unit or units to which the airmen belong for debit to be effected against the airmen concerned.

4. The quartermaster will see that clothing is brushed, cleaned, and carefully put on the shelves of the pack store. Each pack will have attached to it a label (Form 1480) showing the number of the page in the inventory of kit in which the inventory is recorded.

5. The quartermaster will be responsible that the pack store is at all times well ventilated, that the clothing is frequently aired, and that all practicable steps are taken to keep it free from moth and damp.

6. The quartermaster will not allow access to the packs, or deliver articles to patients except under proper sanction.

7. On the discharge of a patient, the quartermaster will issue the clothing on the production of the receipt held by the patient. The patient will endorse the original Form 1000 on taking over his clothing. On the death of a patient, the articles will not be issued from the pack stores without orders.

8. In hospitals where the employment of a N.C.O. as pack-store keeper, or linen-store keeper, is specially authorised, such N.C.O. will perform, under the quartermaster, the duties laid down in this para. In no circumstances will these duties be delegated to an aircraftman.

9. Warrant officers and warrant officers, 2nd class, will receive no free issue of hospital clothing or necessaries and will therefore be permitted to retain such items of their own clothing and necessaries as they may require for their personal use.

1598. Repairs to Buildings.—Where there is no local works officer at the station, or where reference would cause delay which would be detrimental to the patients, the C.O. of a hospital is empowered to order urgent and necessary minor repairs (such as the repair of broken glass, damage to roofs, and injuries to electric supply, gas, water-pipes, and closets) to be executed at once by the contractor or his agent, or in the contractor's default, or absence, by some other tradesman. The C.O. will, however, send a copy of his order simultaneously to the works officer. For all other repairs, paras. **1853** and **1855,** clause 1, will be complied with.

1599. Hospital Libraries.—All books and games in the hospital library or reading room will be in the custody of the quartermaster.

1600. Transfer and Handing Over.—1. Whenever the C.O. of a hospital is relieved, the transfer of responsibility will be effected as follows:—

(*a*) For R.A.F. equipment.—If the hospital is a self-accounting unit, the C.O. will personally, or by an officer deputed by him for the purpose—

(i) Check the stock, for which purpose Form 33 will be used; check and initial all ward and other inventories and satisfy himself that the R.A.F. equipment held on charge is correct (or otherwise);

Digitized by Google

(ii) Compare all inventories with the abstract of inventories (Form 164) and assure himself that all alterations are duly initialled by the officer responsible;

(iii) Inspect the hospital washing book (Form 25A) and satisfy himself that there are no outstanding deficiencies which are not covered by receipts. The quartermaster, or where there is no quartermaster, the N.C.O. detailed for such duties, will prepare Form 1227 for the taking over of all bedding and linen held on charge;

(iv) Satisfy himself that the R.A.F. equipment is properly stored and protected against fire and deterioration.

If the hospital is not a self-accounting unit the procedure as in (ii) and (iv) only will be followed.

(*b*) For cash (if an accountant officer is borne), as directed in paras. **71,** clause 1 (*e*), and **73.**

(*c*) For medical stores and solid fuel, the procedure laid down for C.Os. in A.P. 830 will be followed.

(*d*) For dental stores, if there is no dental officer at the hospital (but not otherwise), the procedure laid down in A.P. 1269 will apply.

(*e*) For medical records, as directed in para. **1495,** clause 4. Medical history envelopes will be similarly dealt with.

(*f*) For the hospital records, books and documents, by special certificate setting them out in detail. The certificate will be signed by both officers.

(*g*) For foodstuffs, by balancing the accounts and taking stock.

(*h*) For buildings, by a joint inspection of the buildings and of the fixture inventories by the two officers, accompanied by a representative of the works services as provided in clause 2.

2. Wherever possible, representatives of the senior equipment staff officer of the command and of the works services will be present at the transfer, the former to give a decision in the event of dispute as to whether the condition of an article renders it chargeable or otherwise, and the latter to certify as to the correctness of the inventory of fixtures.

3. When the C.O. has handed over to his successor, a report, setting out in detail the action taken in accordance with clause 1, will be forwarded to the competent medical authority. The report will be signed by both officers and will contain a statement calling attention to any matter with regard to which the incoming officer has not, in the various certificates required, expressed himself as satisfied.

4. When the quartermaster is relieved by another, the C.O. will attend, or will depute an officer to be present at the transfer. In the event of there being no quartermaster available for the relief, the C.O. himself will take over from the quartermaster. The procedure laid down for accountant officers in A.P. 830 will always be followed.

5. When, in hospitals where there is no quartermaster, the N.C.O. detailed for such duties is about to be relieved, the C.O. will take similar steps to have the care of the buildings, R.A.F. equipment, and supplies transferred to the incoming N.C.O. When the transfer involves the handing over of R.A.F. equipment, the procedure detailed in A.P. 830 will invariably be followed.

Digitized by Google

1601. Clearance Certificate.—Before an officer, member of the nursing service, airman or civilian employee is permitted to leave a hospital, whether he has served as part of the establishment of the hospital or as a patient, he will be required to produce a clearance certificate on Form 578, which will be dealt with as directed in A.P. 830.

1602.—Cubic Space of Wards.—1. The number of beds which each ward is capable of accommodating is recorded on Form 1251, and this number will not be exceeded without sanction. At home stations, the superficial area and cubic space allowed for each bed are—

	Floor space.	Cubic space.
	sq. ft.	cu. ft.
Permanent hospitals, ordinary wards.. ..	100	1,200
,, ,, infectious wards ..	150	1,800
Detached wooden huts, all wards	75	900

2. When a hospital is not fully occupied, the sick will be distributed so as to allow as much space as possible beyond the amount specified in clause 1, which should be regarded as the minimum, having due regard to economy in labour and consumption of fuel and light.

1603. Hospital Gardens.—Where necessary, one airman borne against the hospital establishment may act as gardener, and all demands for the proper maintenance and repair of enclosures will be made on the local works officer. The necessary tools will be obtained from the appropriate maintenance unit, through the equipment officer of the accounting unit (if applicable).

1604. Admission to and Discharge from Hospital—Procedure.—1. An airman sent from a unit to a hospital on the same station will be accompanied by the orderly N.C.O. of the unit concerned, who will take with him the sick reports (Form 624), in duplicate, and Form 48. Where such transfer is effected through the agency of a station sick quarters, the medical officer will similarly arrange for the patient to be conducted to hospital by an airman of the medical branch, who should, where possible, be of non-commissioned rank.

2. Where a hospital exists at the same station as a unit, the sick from that unit will, at a home station, arrive at the hospital before 1000 hours; abroad they will arrive at the times appointed locally. If the hospital to which the sick are to be sent is not situated at the same station as the unit, their departure from their unit will be timed so that they reach the hospital as early as possible in the day. Accident and emergency cases will be admitted to hospital at any time.

3. The C.O., or medical officer deputed by him, will examine, as soon as possible after arrival, all patients sent to hospital and allot them to wards. He will complete (in ink) Form 624 in duplicate as brought with the patient, showing whether the patient is "detained" or "admitted." One copy of the form will be sent back by the N.C.O. in charge, if any, or by post, to the unit; the other will be retained as an office record.

Digitized by Google

4. If a case sent from a unit to a hospital, situated at the same station, is not likely to require treatment beyond a period of 48 hours, he will be "detained" only in the hospital; but if after 48 hours he should still be found unfit for duty, he will be "admitted" to hospital.

5. A case sheet (Form 41) will be prepared for every patient as soon as possible after he has been admitted to hospital.

6. When an airman is to be discharged from hospital, the hospital will notify the fact on the reverse of Form 624, on the day preceding discharge, to the station concerned. When the airman's unit is at the same station as the hospital, he will be discharged at 1700 hours. When an airman's unit is not at the same station he will be discharged by road or railway transport at the most convenient time.

7. When a patient is transferred from one service hospital to another Form 624 in duplicate and Form 48 will accompany him. If the transfer is from a service hospital or sick quarters to a civil hospital, a fresh Form 41, giving details of "previous history of case" and "present condition of the patient" will be prepared and sent to the hospital with a covering letter, asking that any further clinical notes made at the hospital may be entered on the form, and that the form may be sent to the unit to which the patient is eventually discharged; Form 48 will not be sent with the patient, but X-ray films and other special reports will accompany patients thus transferred.

8. Form 39, and the case sheet (Form 41), will be completed and disposed of as directed in para. **1498,** in respect of every officer, member of the nursing service, or airman on discharge from hospital.

9. *See also* paras. **1149** and **2336,** clause 3 (*e*).

1605. Admissions to Hospitals for Injuries.—The hospital will at once report to the unit concerned when an officer or airman is admitted to hospital in consequence of injuries (except by wounds received in action) sustained while on or off duty, in order that a court of inquiry may, if necessary, be assembled in accordance with para. **1325.**

1606. Employment of Patients.—The C.O. may employ, on light duties, patients whom he considers able to aid the hospital establishment, but convalescent patients will not be retained as patients specially for this purpose.

1607. N.C.O. Patients to Wear Chevrons.—A N.C.O., while a patient in hospital, will wear chevrons denoting his rank, on his waistcoat or gown. When he is confined to bed the chevrons will be placed over his bed-head board.

1608. Offences in Hospital—How dealt with.—1. Offences committed by patients in hospital will be dealt with as directed in para. **1131.**

2. When an airman who is temporarily employed in a hospital under para. **1588,** clause 2, is placed in arrest, the hospital will at once report the circumstances to the airman's unit for disposal, unless the airman's service documents have been handed over to the hospital, when the C.O. of the latter will himself dispose of the charge. (*See* para. **1120.**)

1609. Orders for Patients.—Form 345 will be hung up in every ward and dining hall, and in the pack and linen stores.

Digitized by Google

1610. Mechanical Restraints for Persons of Unsound Mind.—In hospitals where there are no proper rooms for the seclusion and safe keeping of violent, homicidal or suicidal patients, the only permissible means of mechanical restraint are the strait waistcoat, gloves and sheet, or round towel, and these are to be applied only under the specific orders of a medical officer and then only in order that injury to the patient, or others, may be prevented.

1611. Casualties in Hospitals.—1. When a patient becomes seriously or dangerously ill, the hospital will communicate by telegram with the patient's unit, and will include in the telegram a recommendation under para. **3032**, if applicable. The P.M.O. of the command in which the hospital is situated and the chaplain of the denomination to which the patient belongs will also be informed at once. When the patient is removed from the dangerously ill or the seriously ill list, further notification will be made immediately to the unit and the P.M.O.

2. When a patient dies in hospital, the hospital will inform the patient's unit by telegram, giving place, date and cause of death and the date and hour after which the interment may take place. The P.M.O. of the command in which the hospital is situated, the C.O. of the station and the chaplain of the denomination to which the patient belonged will also be informed. Similar reports will be rendered when a dead officer or airman is brought to hospital. Deaths due to violence or unknown causes will also be reported to the coroner.

3. When an officer or airman is certified to be insane, or is about to be invalided, a report will be sent to the unit concerned, in order that the next-of-kin may be communicated with.

4. When an officer or airman is under observation for mental disease, and the P.M.O. is of the opinion that the patient's relatives should be informed, the hospital will notify the unit accordingly by letter. In no circumstances, however, will such a patient be sent home to the United Kingdom without the next-of-kin being informed by the unit concerned (*see* para. **2316,** clause 3).

1612. Bed State.—The C.O. of a hospital will render a weekly return on Form 1874 showing the numbers in hospital.

1613. Weekly Sick Report.—1. The C.O. of a hospital will render a weekly sick report (Form 38) in accordance with the instructions contained in para. **1496.**

2. The limiting period of 48 hours' sickness which applies to patients in sick quarters will not apply to patients in hospital except as laid down in para. **1604,** clause 4.

1614. Return of Patients in Hospital and Account of Hospital Charges.—The C.O. of a hospital will be responsible that Form 1643, notifying the period spent in hospital and the amount of hospital charges (where recoverable), is prepared from Forms 38 and 39 and rendered in accordance with the instructions on the form. In the case of personnel of the R.N., R.M. and Army an additional copy of Form 1643 will be sent to the Admiralty or regimental paymaster concerned.

Digitized by Google

1615. Personal Needs of Patients.—The C.O. of a hospital will make arrangements for the supply, subject to his approval, to patients of such articles as writing materials, tobacco, &c., as they may require (*see* para. **2834** as to payment).

1616. Medicines for Families, &c.—The C.O. of a hospital will be responsible that all medical stores required for officers and their families and the families of airmen and others who are by regulation allowed medical attendance at the station, are supplied from the dispensary of the hospital. He will arrange for the making up of prescriptions, and the issue of medicines at fixed hours, so as not to interfere with the working of the hospital. In cases of urgency, medicines will be supplied at any time, but the prescriptions must then be noted as urgent by the prescribing medical officer. (*See also* para. **1521.**)

1617. *Deleted.*

1618. Training of Airmen as Nursing Orderlies.—1. The medical officers of a hospital will take part in, and generally supervise, the instruction of airmen doing duty in the wards.

2. The matron will supervise the instruction of airmen in nursing duties by the sisters. She will not permit the services of nursing orderlies to be utilised by the sisters for any but nursing and routine ward work. The sisters detailed for the purpose will be responsible for seeing that the prescribed courses of instruction in nursing are carried out, and that whilst in the wards airmen are afforded every opportunity for learning their duties.

1619. *Deleted.*

1620. Certificates for Friendly Societies.—Upon the written application of any established friendly society, the C.O. of a hospital will furnish to the society a certificate as to the nature of the illness from which any airman who is a member thereof may be suffering, together with the date of admission and date of discharge.

1621. Visitors at Hospitals.—The C.O. may permit patients to be visited at convenient hours; in cases of infectious disease, visitors will be allowed only in exceptional circumstances.

1622. Registrar of Hospital.—A registrar will usually be posted who will also act as adjutant and will perform such other duties as may be ordered by the C.O.

1623. Orderly Officer.—1. At every hospital the C.O. will detail an orderly medical officer, whose tour of duty will as a rule extend to 24 hours.

2. During his tour of duty, the orderly officer will remain within the precincts of the hospital, except when called away on duty or when absent during authorised hours of meals. He will at all times leave written directions stating where he is to be found.

Digitized by Google

3. The orderly officer will be responsible for the following duties in addition to any others which may be imposed upon him by the C.O.:—

(*a*) Such of the duties set out in para. **822**, as are applicable to the particular hospital.

(*b*) He will see that rations, diets and extras for the sick are of good quality and properly cooked and served.

(*c*) He will visit the kitchen after the time of the evening meal and see that the cooking utensils have been properly cleaned and put away.

(*d*) He will visit all wards and other parts of the hospital at least once during his tour of duty. He will investigate complaints and report any insanitary conditions observed. He will inspect the airmen's mess and visit their quarters during his tour of duty.

(*e*) He will perform any necessary and urgent duty towards the sick in hospital during the absence of the medical officer in charge of the case, and will deal with fresh cases of sickness as they arise. He will also inspect airmen discharged, before they leave the hospital, to see that they are fit to go out and are in possession of such articles of their kits as they have had in hospital, and that all soiled articles brought by them to hospital have been washed.

4. The orderly officer will, when relieved, report in a book kept for the purpose, that he has performed all his duties according to his orders.

1624. The Warrant Officer of a Hospital.—The warrant officer (or, if there is no warrant officer, the senior N.C.O.) will supervise the duties of the hospital establishment under him and be responsible for the discipline of both patients and attendants, but he will be careful, in carrying out his duties, not to interfere with the duties assigned to the matron and nursing establishment. He will be in general charge of the hospital office.

1625. Local Purchase of Additional Articles for Hospital Wards.—1. The following allowances will be made to hospitals nursed by the Princess Mary's R.A.F. Nursing Service, in which the total approved accommodation is not less than 100 beds:—

(*a*) An initial allowance, not exceeding 5*s*. for each bed, for each new hospital.

(*b*) An initial allowance, not exceeding 5*s*. for each bed, added by Air Ministry authority to existing hospitals.

(*c*) A subsequent allowance, for maintenance and additional purchases, not exceeding 1*s*. a year for each bed.

2. These allowances will not be issued in cash, but will be expended in payment of bills incurred by C.Os. of hospitals in the purchase of—

(*a*) articles of equipment (additional to those allowed by the approved schedules of hospital equipment) calculated to afford increased comfort to the sick;

(*b*) small useful or decorative articles to improve the appearance of the hospital wards, and brighten the hospital surroundings.

Digitized by Google

3. The initial and annual allowances will not both be issuable in the same financial year. Any sums not actually disbursed in the financial year in which the allowance is issuable cannot be added to the allowances for the ensuing financial year, and must be regarded as forfeited.

4. Purchasing officers will be held responsible that the money is expended solely for the purposes detailed in clause 2. They will be held personally liable for—

(*a*) any expenditure incurred in the purchase of articles which the air or other officer commanding may consider unsuited for the purpose for which the allowances are granted;

(*b*) any expenditure in excess of the initial or annual allowances.

All bills will, before payment, be submitted to the air or other officer commanding for approval.

5. The articles purchased from these allowances must be taken on ledger charge and accounted for as other R.A.F. stores. All bills will be submitted for payment to the accountant officer paying hospital services and must be supported by a certificate to the effect that the articles have been taken on charge, quoting the voucher number.

6. Any necessary repairs which can be executed in local air force workshops may be carried out at the expense of the public, provided the cost of repair is reasonable having regard to the original value of the article. Replacements of stores purchased from these allowances will not be made from air force stocks.

1626. Medical Reference Libraries.—1. Small standard libraries consisting of books of reference and certain periodicals dealing with professional subjects will be established in hospitals and certain other selected units at home and abroad. Each library will form a medical intelligence bureau, available for the use of all medical officers and members of the nursing service serving in the command in which it is situated.

2. Libraries will be supplied at the public expense with standard works on medical and allied sciences to a total value of £100 annually, which sum will be an inclusive one covering all libraries mentioned under clause 1, and also the dental reference library (*see* para. **1579**). The books required will be selected by the officer in charge of the library who will demand them from the Air Ministry in accordance with the procedure laid down in para. **2285.** In addition, the regular supply of certain periodicals will be arranged by the Air Ministry.

3. The competent medical authority will select an officer from the staff of the unit to take charge of the library. The officer in charge of the library will be responsible for the custody of all books and periodicals issued or presented to, or purchased for, the library. He will compile a catalogue of the library and will arrange for copies to be distributed to all medical officers in the district.

4. Officers and members of the nursing service requiring books and periodicals on loan from the library will demand them direct from the officer in charge of the library. The form of demand to be used will

Digitized by Google

include an undertaking to be responsible for the safe custody of the books and/or periodicals and to return them to the library in good condition within fourteen days.

5. All books borrowed from the library should be returned in good condition within fourteen days from the date of issue, but, should they be required for a longer period, application for their retention for a further period should be made to the officer in charge of the library before the date on which the books or periodicals are due to be returned.

6. On the return of a book or periodical the officer in charge of the library will give a receipt showing that it is returned in good condition. An officer who fails to return a book or periodical in good condition will be held responsible for its full cost.

SECTION VIII.—MEDICAL AND DENTAL STORES.

1643. Demanding and Accounting for Stores.—Instructions as to demanding and accounting for medical and dental stores are contained in A.P. 1269.

1644. Losses due to Theft.—When any loss, which may be supposed to be due to theft, occurs, the provisions of paras. **1332,** clause 2, and **2419,** will be complied with.

1645. Investigation of Loss, Damage and Deficiency.—1. A court of inquiry will be held or an officer appointed to investigate losses or deficiencies in, or damage to, medical and dental stores in the following circumstances:—

(*a*) In all cases, including fire, when the estimated value exceeds £10.

(*b*) When the loss, &c. (irrespective of its amount) is due to fraud or theft.

(*c*) When there is doubt as to the facts.

2. Courts of inquiry will be convened by the C.O. of the unit or superior authority on information provided by the medical or dental officer. The procedure to be followed will be as laid down in paras. **1310** to **1321,** and the expression "higher authority" used in para. **1320,** clause 5, will include the several superior medical authorities concerned.

3. Form 1230, showing the articles lost, deficient or damaged and their actual value at the time of loss, &c., will always be annexed to the proceedings.

4. Losses or deficiencies in poisons or medical comforts will be specially reported to the competent medical authority, who, if the value is less than £10 and he is not satisfied that the case will be adequately dealt with under para. **1646,** clauses 1 to 4, will represent the matter to the air or other officer commanding in order that a court of inquiry may be ordered or an investigating officer appointed.

Digitized by Google

1646. Losses, &c.—Procedure in dealing with.—1. Whenever any loss, deficiency or damage is caused to medical or dental stores by carelessness or misconduct, other than fraud, theft or arson, in respect of which a court of inquiry or an investigation is not required under para. **1645,** Sections 1 and 2 of Form 1230 will be completed and signed by the medical or dental officer and the form forwarded to the competent medical authority, who will cause the value of the items to be inserted in Section 1 and, where appropriate, will adjust the inventory of Class A medical stores (Form 670).

2. If responsibility for the loss, &c., is admitted, a duplicate copy of Form 1230 will be prepared and the person responsible will sign both copies of the Form 1230 (thus acknowledging his responsibility) before it is passed to the competent medical authority who, if he agrees with the medical or dental officer, will forward both copies of the form to the C.O. of the station concerned, using the appropriate section of the form for the purpose. Thereafter the procedure in para. **1647,** clause 1, will be followed.

3. If responsibility for the loss, &c., is not admitted, the Form 1230 in duplicate will be referred by the competent medical authority to the C.O. of the officer or airman implicated. If the C.O. agrees that a penal deduction under Section 137 or 138 (4) of the Air Force Act should be made, he may dispose summarily of the case against a N.C.O., aircraftman, apprentice or boy entrant under para. **1138,** clause 4 (subject to the airman's right to demand trial by court martial), provided that the award will fully cover the loss to the public. The recovery will forthwith be effected in accordance with para. **1647.** In all other cases, or if the award will not fully cover the loss to the public, the C.O. will refer the matter to higher authority.

4. When loss, &c., is caused in respect of which a court of inquiry or an investigation is not required under para. **1645,** and which, in the opinion of the medical or dental officer in charge, is not due to carelessness or neglect on the part of any individual and may therefore be chargeable against public funds, a Form 1230, giving full details of the cause of loss, &c., will be forwarded to the competent medical authority, who, after investigation, will either—

(*a*) if he concurs in the recommendation of the medical or dental officer, proceed in accordance with Appendix VI, or A.P. 830, Vol. I, to effect the write-off or strike-off of the lost or damaged stores, or

(*b*) if he does not concur in the recommendation of the medical or dental officer, return the Form 1230, suitably endorsed, and instruct the officer concerned to render a fresh form (in duplicate) in order that action may be taken as laid down in clauses 2 and 3.

5. When write-off is sanctioned by the air or other officer commanding, or by the Air Ministry, the competent medical authority will, after making any necessary adjustment of the inventory of Class A medical stores (Form 670), return the Form 1230 to the medical or dental officer concerned, who will use it as a voucher to support the write-off in his ledger.

6. When an order is made, either by the Air Council or by court martial, for all or part of the loss to be refunded by the officer or airman concerned, Form 1230, suitably endorsed, will be returned to the C.O. by the air or other officer commanding for action as in para. **1647.**

Digitized by Google

1647. Accounting for Losses, &c.—1. When a charge against an individual has been ordered and Sections 1, 2 and 4 of Form 1230 have been completed accordingly, the C.O. will forward the two copies of the form (duly completed as regards Section 5) to the accountant officer of the unit for necessary action. When recovery of the sum due has been effected from the officer or airman concerned, the accountant officer will complete Section 6 of both the copies of Form 1230 with a reference to the credit to the public. He will retain one copy as a voucher to his cash account or pay ledger, and will return the other copy to the medical or dental officer, who will use it to support the write-off in his ledger.

2. If the officer or airman should leave the station before recovery action has been taken, the C.O. of that station will forward the two copies of the Form 1230 to the C.O. of the new station, who will pass them to the accountant officer for action under clause 1. The endorsed copy will be returned to the medical or dental officer of the original station for inclusion in the appropriate medical or dental stores ledger.

1648 to **1654.** *Deleted.*

1655. Boards of Survey.—The procedure to be followed in holding boards of survey on medical and dental stores is laid down in A.P. 1269.

Section IX.—Regulations for the Supply of Artificial Limbs, Eyes and Surgical Appliances.

1659. Officers Injured Subsequent to the Great War.*—1. An officer who has been wounded in action or has been injured through the performance of air force duty otherwise than in action, on or after 1st October, 1921, and has thereby lost an eye or a limb or sustained any other injury necessitating the use of artificial or surgical appliances, will be supplied with such appliances free of charge, or in special cases where authority has been obtained beforehand, will be granted such sum as shall be considered sufficient to defray the necessary expense of providing the appliance. Duplicate artificial and surgical appliances may be supplied where necessary. Adjustments, repairs and replacements will be effected, or the cost thereof defrayed, under the same conditions. Except as provided above and in paras. **1514,** clause 6, and **1526,** clause 7, officers will not be provided with artificial and surgical appliances at the public expense. In no circumstances will an officer's family be entitled to such provision.

2. An officer who, in consequence of a disability contracted as indicated above, requires an artificial limb, will be transferred to the R.A.F. Officers' Hospital, Uxbridge, where the necessary arrangements will be made for the supply of a suitable appliance.

3. *Deleted.*

4. *See* para. **1667** as to purchase of surgical appliances.

* Throughout this section the term "Great War" includes the period from 4th August, 1914, to 30th September, 1921 (both dates inclusive).

Digitized by Google

1660. Officers Injured in the Great War.*

Serving Officers.

1. A serving officer who has been wounded in action or otherwise injured through the performance of duty in the Great War and in consequence requires an artificial limb, may be provided with it at the public expense at a special Ministry of Pensions fitting hospital; or alternatively he may, subject to clauses 5 and 6, be granted by the Ministry of Pensions such sum as shall be considered sufficient to defray the necessary expense of providing the artificial limb.

2. Duplicate artificial limbs will be supplied where necessary.

3. Serving officers are strongly advised to take advantage of the facilities afforded for the supply of artificial limbs at the Ministry of Pensions limb-fitting hospitals. At these hospitals expert surgical advice may be obtained as to the limb most suitable for the amputation stump, and instruction regarding the use of the limb will be given upon its completion. Officers may attend either as in-patients or as out-patients. A list of hospitals will be furnished on application to the Director-General of Medical Services, Ministry of Pensions, Sanctuary Buildings, Great Smith Street, Westminster, London, S.W.I., to whom also all requests for information respecting admission are to be addressed.

4. Specimens of the latest approved types of artificial limbs can be inspected at the Ministry of Pensions, Great Smith Street, Westminster, London, S.W.1., upon application at any time.

5. If a serving officer elects to make his own arrangements for the purchase of an artificial limb and to claim a grant in respect of its cost, he must first communicate with the Director-General of Medical Services, Ministry of Pensions, who will inform him of the conditions under which such a grant may be made. Information regarding the types of artificial limbs approved by the Ministry of Pensions and the price of these limbs will also be furnished. The amount of the grant will be based on the cost to the Ministry of Pensions of a limb approved by them as suitable for the amputation stump. No grant will be made unless the limb is certified to be in every way satisfactory as provided below.

6. (*a*) A serving officer claiming a refund of expenses incurred will be required to forward to the Director-General of Medical Services, Ministry of Pensions—

(i) the authority for the purchase;
(ii) the receipted bill from the limb-maker;
(iii) a certificate from the officer in charge of an air force hospital or limb-fitting hospital that the limb is in every way satisfactory.

Re-adjustments of artificial limbs of serving officers rendered necessary by changes in the condition of the stumps will be paid for by the Ministry of Pensions according to the scale of recognised charges. Such re-adjustments may be carried out either at a limb-fitting hospital or

* Throughout this section the term "Great War" includes the period from 4th August, 1914, to 30th September, 1921 (both dates inclusive).

Digitized by Google

at the limb-maker's workshops and will be paid for in the same manner as provided under clauses 1 and 5. For journeys in connection with such re-adjustments or with the supply of the first and duplicate limbs, railway warrants will be issued on application being made to the Director-General of Medical Services, Ministry of Pensions.

(*b*) For all repairs and renewals of artificial limbs and for adjustments other than those rendered necessary by changes in the condition of the stump, payment must be made by the officer himself so long as he continues to serve, but, if desired, such repairs and renewals, &c., as well as issues of stump socks, for officers serving at home will be carried out by the Ministry of Pensions on repayment at the rates payable to its contractors by that Ministry plus a charge of 10 per cent. to cover incidental expenses. Should it be necessary for an officer to attend a Ministry of Pensions limb-fitting centre in connection with such repair or renewal the officer will himself defray any travelling expenses incurred. Application for these services should be made to the Secretary (M.S.4), Ministry of Pensions, 18, Great Smith Street, London, S.W.1, and should quote that Ministry's reference number, if known. Recovery of expenditure in such cases will be made by the Ministry of Pensions direct from the officer concerned.

7. A serving officer will receive first supply of surgical appliances other than limbs, at public expense, but the cost of renewals, repairs, &c., will be borne by the officer as long as he continues to serve.

Half-Pay and Retired Officers.

8. For officers on half-pay, or who have retired from the service whose disabilities were sustained as indicated in clause 1, the supply, renewal and repair of artificial limbs, and journeys in connection therewith, will be arranged by the Ministry of Pensions at the public expense. Expenditure in connection with the supply, &c., of artificial limbs to half-pay officers will be borne by the Air Ministry, while expenditure in connection with the supply of artificial limbs to retired officers will be borne by the Ministry of Pensions. Rules for the supply, renewal and repair of artificial limbs of such officers may be obtained on application to the Director-General of Medical Services, Ministry of Pensions, Sanctuary Buildings, Great Smith Street, London, S.W.1. Before incurring expenditure, officers not already in possession of these rules should communicate with the Director-General of Medical Services, Ministry of Pensions. Surgical appliances other than limbs will be supplied by the Ministry of Pensions to retired officers entitled thereto. Application should be made to the Director-General of Medical Services, Ministry of Pensions, for a copy of the rules on the subject. In the case of officers on half-pay, the supply of such appliances will be arranged by the Air Ministry in the manner indicated in clause 3, but the cost of renewals, repairs, &c., will be borne by the officer until he is placed on the retired list.

1661. Serving Airmen.—1. Airmen who have sustained disabilities whilst serving in the R.A.F. and who, in consequence, require artificial limbs, artificial eyes, spectacles, trusses, elastic stockings or other surgical appliances (except surgical boots), will, in approved cases,

Digitized by Google

be supplied with such appliances at the public expense. Surgical boots may also be supplied but in this case the airman concerned will be charged with the current vocabulary rate for ankle boots. These appliances will be adjusted, repaired or replaced whilst the airmen continue to serve. Supply, replacement or repair of all such articles will be arranged by the medical officer of the unit.

2. The wearer of a surgical appliance will be liable for the cost of replacement where carelessness is proved to be the cause of the damage. A truss should last at least six months where the wearer is engaged in manual labour, and in other cases longer. If replacement of a truss is required within six months (or of other appliances before the expiration of a reasonable period) the medical officer will state on the requisition the special reasons which make the replacement necessary.

1662. Discharged Airmen Injured subsequent to the Great War.—When an airman who requires an artificial limb or appliance is discharged or about to be discharged, application should be made to the Air Ministry, which department will arrange in approved cases for the supply of any limbs or appliances required and, when necessary, for any adjustments, repairs or replacements, provided it can be shown that the loss or damage arose from circumstances beyond the airman's control. The initial provision and repairs, &c., will, as a rule, be restricted to airmen who have been invalided.

1663. Discharged Airmen Injured during the Great War or in a Former War.—1. Airmen who are about to be, or who have been, discharged from the service for disabilities due to, or aggravated by, service during the Great War, and who in consequence require any of the appliances enumerated in para. **1661** will be supplied with them at the public expense under arrangements made by the Ministry of Pensions. The Ministry of Pensions will also arrange, when necessary, for the adjustment, repair or renewal of appliances so supplied, provided that the need therefor is due to ordinary wear and tear and is not contributed to by negligence or default on the part of the airman. Where the appliance has been supplied in respect of a disability aggravated by service in the Great War, eligibility for repair, &c., ceases when aggravation by service in the Great War is certified to have passed away.

2. A discharged airman who requires renewal or repair of his artificial limb or appliance should apply to the Chief Area Officer (Ministry of Pensions) of the area in which he resides. The address may be obtained from any Post Office.

1664. Appliances for Serving Airmen's Families.—Airmen's wives and children allowed medical attendance, who require surgical boots, trusses, elastic stockings or other surgical appliances will be provided with them at the public expense. These appliances will be repaired or replaced whilst the airman's wife or children continue to be allowed medical attendance. Arrangements for supply, replacement or repair will be made by the medical officer of the unit (*see* A.P. 1269). Artificial limbs, artificial eyes or spectacles will not be provided for airmen's wives and children.

Digitized by Google

1665. Procedure for the Supply, &c., of Artificial Limbs for Serving Airmen.—1. Airmen whose disabilities were contracted as indicated in para. **1661** and who in consequence require the fitting, repair or renewal of artificial limbs will be instructed by the Air Ministry to attend at a convenient Ministry of Pensions limb-fitting centre, where the necessary fitting, &c., will be carried out and where they will be instructed in the use of the limb.

2. Where a service hospital or reception station is within a convenient distance of the Ministry of Pensions limb-fitting centre, the airman will be subsisted at the service hospital or reception station; otherwise he will be subsisted at the limb-fitting centre, but he will not be detained beyond the day of arrival except—

(*a*) where his attendance has necessitated travelling a long distance, in which case he may be detained one night;

(*b*) in exceptional cases in which the medical authorities consider longer detention necessary, when he may be detained for two nights;

(*c*) in cases where further surgical treatment of the stump is necessary, when he will be transferred to the Princess Mary's R.A.F. Hospital, Halton, for such treatment;

(*d*) in cases of first issues of artificial limbs, when he may be detained, at the discretion of the Ministry of Pensions authorities, for a period not exceeding seven days. In such cases the airman will, if possible, be subsisted at a service hospital and will attend the Ministry of Pensions limb-fitting centre as an out-patient.

3. An airman who has undergone amputation of a limb and who is an in-patient in a naval or military hospital will be transferred, when fit to be moved, to Princess Mary's R.A.F. Hospital, Halton, where the necessary arrangements will be made for the supply of an artificial limb. If the airman is medically unfit to travel by rail, the R.A.F. competent medical authority will arrange for transport by road.

1665A. Provision of Spectacles.—1. A serving airman who, while serving in the R.A.F., has sight so defective as materially to interfere with his efficiency as an airman may be provided with suitable spectacles at the public expense, provided that his vision can be so improved thereby as to render him efficient (*see* A.P. 1269).

2. A further issue, for close work, will also be made at the public expense, provided such an issue is recommended by an ophthalmic specialist as necessary to enable the airman to carry out his duties.

3. Apart from the further issue authorised in clause 2, not more than two pairs of spectacles will be issued at the public expense to the same individual; but where spectacles are accidentally broken or damaged in the course of duty, in circumstances beyond the airman's control, they may be replaced or repaired at the public expense. New lenses may also be issued at the public expense when these are necessary owing to the unsuitability of those originally issued.

Digitized by Google

4. An airman about to be discharged from the service who is in need of spectacles (whether one pair or two different pairs) owing to a disability directly attributable to the conditions of air force service will be provided with them at the public expense on his discharge.

5. A discharged airman in receipt of a pension in respect of a disability directly attributable to the conditions of service incurred on or after 1st October, 1921, may, on application to the Air Ministry, be allowed at the public expense necessary repairs, renewals or replacements of spectacles, where, in the opinion of the Director-General of Medical Services—

(*a*) the use of spectacles would lead to the removal of the pensionable disability or to such improvement as is likely to lead to a reduction of the disability pension; or

(*b*) in the absence of spectacles, the disability pension would have to be increased;

provided always that the necessity for such repairs, renewals or replacements does not arise from circumstances within the pensioner's control.

6. An airman's requirements as regards spectacles (including repairs and replacements), where not covered by the preceding clauses, may be met *on repayment* provided that he is willing to bear the cost by a deduction from his pay, which will be made by the unit accountant officer on Form 664B. Spectacles will not, however, be supplied, repaired or replaced at the public expense or on repayment for officers, their families, or the families of airmen.

7. An airman who has lost one eye or has monocular vision and whose retention in the service is considered desirable may, on the specific recommendation of the R.A.F. consultant in ophthalmology, be supplied with spectacles fitted with a lens of special safety glass to protect the vision of the remaining or useful eye.

8. Lenses of tinted glass may, on the specific recommendation of the R.A.F. consultant in ophthalmology, be prescribed for the use of an airman who is light-sensitive to such an extent as to make the supply advisable.

1666. Inadmissibility of Cash Payments to Airmen.—No cash payments of any kind will be made to airmen during the period of detention at service hospitals or Ministry of Pensions limb-fitting centres.

1667. Purchase of Surgical Appliances.—Serving officers or civilian staff or employees employed on R.A.F. service in commands abroad (including Air Ministry officials stationed abroad) will, with the approval of the competent medical authority, be allowed to purchase at the regulated price such surgical appliances as may be available and are required for their own use or that of their families.

Digitized by Google

CHAPTER XX.

MESSES.

SECTION I.—OFFICERS' MESSES.

1671. Organisation.—Officers' messes at home and abroad will normally be organised and conducted as station messes. At permanent air force stations exceptions to this rule will only be made with the approval of the Air Ministry. At places where air forces are stationed temporarily, A.Os.C. will make such arrangements as they think fit regarding the organisation and administration of the officers' messes.

1672. Membership.—1. Members of a station mess will be either full, affiliated or honorary members. Only full members (hereafter referred to as "members") are eligible to be elected or appointed to the mess committee or sub-committees, to attend mess meetings, vote on mess matters, or serve the mess in any capacity.

2. Every air force officer serving or on temporary duty at a station will be a member of the station mess. An unmarried officer or a widower will be a dining member. A widower living with and responsible for maintaining his children may, however, at the discretion of the station commander be permitted to be a non-dining member. A married officer, qualified in accordance with (*a*) or (*b*) of para. **3237,** clause 1, who is living with his wife in quarters or in the neighbourhood, will be a non-dining member, otherwise he will be a dining member. A married officer not qualified in accordance with (*a*) or (*b*) of para. **3237,** clause 1, may be permitted by the station commander to be a non-dining member, but such permission will not be granted to an officer holding a permanent or short service commission unless or until he has completed 3 years' actual service or attained the age of 25. Any case which in the opinion of the station commander requires to be treated exceptionally will be referred to the A.O.C. for decision. Such permission will not, however, entitle an officer to the issue of allowances, except those issuable to officers exempted for private reasons from occupying public quarters.

2A. Civilians of officer status serving or on temporary duty at a station may become affiliated members of the station mess.

3. Every air force officer on full pay visiting a station mess off duty will be an honorary member of the station mess he is visiting.

4. Every naval or military officer on the active list (including a commissioned officer from warrant rank) and every dominion officer, serving or on temporary duty at a station, will be a member of the mess.

5. Officers of the Reserve of Air Force Officers or Auxiliary Air Force serving, or on temporary duty, at a station will be affiliated members of the station mess and honorary members of any other station mess they visit.

Digitized by Google

6. The mess committee, with the approval of the station commander and with the consent of a general mess meeting, may invite the following to become honorary members of the station mess:—

(*a*) Naval and military officers who are serving in the vicinity of the station, including commissioned officers from warrant rank.

(*b*) Retired officers of the Navy, Army or Air Forces (including any Dominion Air Force).

(*c*) Air force officers on half-pay.

(*d*) Civil or political officers living in the neighbourhood or visiting the station.

(*e*) Important residents in the neighbourhood.

(*f*) Foreign officers attached to or visiting a station (subject to clause 7).

(*g*) Civilians of officer status (if not affiliated members under clause 2A).

(*h*) Civilian pilots abroad.

7. Persons not holding the King's commission who are not of British descent will not be invited to be honorary members without permission of the air or other officer commanding.

8. Ladies will not be invited to be honorary members of a station mess.

1672A. Attendance and Dress.—1. An officer will not absent himself from mess dinner unless he has duly warned out.

2. Mess dress will be worn. The only exception to this will be that if, on Sundays, or other special occasions, supper be substituted for the usual mess dinner, plain clothes will be worn.

1673. Crews of Civil Aircraft Accommodated Abroad.—When a civil aircraft lands at a station abroad and accommodation is provided at the station for the occupants of the aircraft, they will, if messed in the officers' mess, be charged as directed in para. **2050.**

1674. Furniture, Property and Insurance.—1. At a station mess the furniture and other property of the mess purchased out of mess funds, all plate and presents to the mess, and all cash and other assets are the property of the mess, and will not be removed by an outgoing unit. Presents of plate, &c., definitely made to a particular unit are, however, the property of that unit.

2. The mess is liable for all damage, in excess of fair wear and tear, to furniture (including carpets, curtains, table linen, bedding, cutlery, plate, kitchen hardware, and similar equipment), and also for all breakages and damage to china, glass and crockery in excess of the "free" allowance provided for in A.P. 830, Vol. I.

3. (*a*) The property of the mess, other than that supplied by the government, will be insured against fire and theft.

(*b*) Messes will protect themselves by insurance against claims under the Workmen's Compensation Act in respect of—

(i) *civilians, other than civilian subordinates,* employed in the mess and paid from non-public funds;

Digitized by Google

(ii) *civilian subordinates* paid from public funds who are employed by the mess on regular work outside their normal working hours and for which they receive additional pay from the non-public funds of the mess concerned;

(iii) *airmen* who are not employed in the mess on service duties, but who enter into an arrangement with the mess to perform regular non-public duties in their spare time when they are not engaged on their service duties and for which they are paid by the non-public fund concerned.

The insurance required under categories (ii) and (iii) is only in respect of the duties performed for and paid for by the mess concerned.

(*c*) Premiums payable under (*a*) and (*b*) above or under para. **1684**, clause 2, will be charged against mess funds.

(*d*) All insurance policies, together with any other securities held by the mess, will be lodged for safe custody with the bank, a receipt being obtained and filed in the property book or kept in the mess safe.

1675. Procedure on Change of Station.—1. When a unit or formation located by itself is transferred in its entirety to another station within the command, the credits and property of the station mess will be used to establish a mess at the new station. Should no mess be formed, or if there is already a mess at the new station, the mess funds will be closed and the resultant balance handed over to the R.A.F. Central Reserve Fund.

2. When a unit or formation located by itself is dispersed to more than one location within the command, the A.O.C.-in-C. will determine the allocation of funds and property in accordance with clause 1.

3. When the whole of the unit or formation located by itself is transferred to another command, the A.Os.C.-in-C. of the commands concerned will determine the amount of funds and property to be transferred in accordance with clause 1.

4. Where only part of a unit or formation is transferred to a location in another command where a mess is not in existence, the A.Os.C.-in-C. of the commands concerned will determine by consultation the amount of funds and property to be transferred.

5. Should it be considered necessary, the question of the amount of funds and property to be transferred under clauses 3 and 4 may, in exceptional circumstances, be referred to the Air Ministry for decision.

1676. Procedure when a Unit or Formation is Disbanded.— When a unit or formation, quartered by itself, is disbanded, the mess funds will be closed and the resultant balance handed over to the R.A.F. Central Reserve Fund. Should the unit re-form at a later date, application should be made to the R.A.F. Central Reserve Fund for grants as applicable.

1676A. Transport of Mess Property.—When practicable, private property of a mess will be despatched by, and at the cost of, the mess, except that such property as is considered by the C.O. to be not worth the cost of transport will be converted into cash and the proceeds credited to the mess funds.

Digitized by Google

1677. Procedure when a Unit takes over a Station Mess.—On taking over a station mess an incoming unit will not on any account, without sanction from the air or other officer commanding, cause any reduction to be made in the assets of the mess, which will be managed in such a way as to derive just sufficient profit from its members to maintain its credit at the level at which it was taken over, or, if the financial position of the mess was unsatisfactory when taken over, to establish its credit at a satisfactory level. Funds will be strictly confined to their legitimate purposes, the cost of special entertainments being borne by an entertainment fund or special grant.

1678. Procedure on Change of Command.—When the C.O. of a station or unit in which an officers' mess is maintained is relieved by another officer, appropriate handing-over certificates will be prepared and disposed of as prescribed in para. **73.**

1679. Responsibility of Station Commander.—A station commander may delegate such responsibilities and duties in connection with the discipline and management of the mess as he wishes, but remains ultimately responsible for its general discipline, tone and management. He will also assume personal responsibility for ensuring—

(*a*) (i) that all the regulations relating to officers' messes are observed;

(ii) that the mess is conducted without unnecessary expense or extravagance; and

(iii) that by his personal example and advice, economical habits and careful management are encouraged;

(*b*) that a committee of management is formed every half year or more often if circumstances require, that it is composed and appointed as laid down in para. **1682** and that its members receive orders in writing defining their general responsibilities and duties, financial and otherwise;

(*c*) that the mess accounts are kept in accordance with the standard instructions for keeping non-public funds, that every charge is shown in them, and that semi-private account books, in which extra charges and unauthorised subscriptions are shown, are forbidden;

(*d*) that records are kept of any special instructions given by him for the management of the mess;

(*e*) that the mess funds are properly applied (*see* para. **70**);

(*f*) that cash transactions on behalf of the mess are reduced to the minimum;

(*g*) that the handling of mess money is entrusted only to persons authorised by him and that the amount held in the mess for daily use is not in excess of normal daily requirements;

(*h*) that proper facilities are available for the safe custody of mess money, books, property, &c., and that the keys of safes where mess money is kept are only issued to those authorised by him;

Digitized by Google

(*j*) that the daily wine and charges book is examined and initialled weekly by him and that the names of officers below the rank of squadron leader whose wine bills exceed £5 per month are reported to him;

(*k*) that general mess meetings are held at four-monthly intervals or more often if necessary, which all officers are ordered to attend and at which they are given proper opportunity to propose and discuss matters relating to the management and finances of the mess;

(*l*) that the consumption of liquor of high alcoholic content during the luncheon interval or before the close of working hours is discouraged, especially in the case of officers whose subsequent duties that day or night may involve flying;

(*m*) that any tendency for dining members, particularly those of junior rank, to dine out of mess too frequently, is checked;

(*n*) that a copy of A.P. 128 is available in the mess;

(*o*) that local rules applying to his mess are available to the members in accordance with para. **1680,** clause 2.

1680. Mess Rules.—1. Rules of conduct and procedure in officers' messes are contained in A.P. 128 (Standard Rules for R.A.F. Officers' Messes). These will not be departed from except on the authority of the station commander, who will consult higher authority when he considers it necessary.

2. The standard rules will be taken as a guide in drawing up the officers' mess rules for each station, which will be issued by the station commander.

1681. Discipline.—1. The president of the mess committee is responsible to the station commander for the maintenance of mess discipline generally. It is, however, the duty of all officers to observe the regulations and rules for officers' messes and it is incumbent upon the senior officer present on any particular occasion to maintain discipline and if necessary to report any breach of the regulations and rules.

2. Members are responsible for any guests introduced by them into the mess.

1682. Mess Committee.—1. A committee will be appointed half-yearly, or more frequently, if necessary, for the management of the mess.

2. The committee will normally consist of not less than four members.

3. The committee will receive instructions as to their responsibilities and duties in writing from the president of the mess committee. (*See also* paras. **1683** and **1684** as regards the president of the mess committee and the mess secretary respectively.)

4. The senior member of the committee, who will be an air force officer on the strength of the station, will be appointed by the station commander and will be the president of the committee. Whenever possible the senior unmarried member of the mess will be appointed president, provided he is not below the rank of flight lieutenant. Where no such officer is available, the senior unmarried flying officer, if of not

Digitized by Google

less than 3 years' seniority, will be appointed as deputy president. The other members, including the mess secretary (who should, as a general rule, be an unmarried officer), will be elected by a majority of those present at a general mess meeting, and will assume their duties, subject to the approval of the station commander, who may also detail additional members. If an officer with the qualifications necessary for the duty of mess secretary is not chosen by the meeting, the station commander may, if he wishes, nominate an officer for that duty. The officer so appointed or nominated as mess secretary will not be an accountant officer (*see* para. **2727**). He may also, with the consent of the majority of the officers if the appointment is to be paid out of mess funds, appoint a civilian as mess secretary, or to perform duty in connection with the management of the mess other than that of president of the mess committee.

5. When additional members are added or co-opted to the committee for the purpose of arranging an entertainment, the president of the mess committee will be responsible that the limit of expenditure which each is authorised to promise or incur on behalf of the mess is laid down. The decisions and transactions, financial or otherwise, of the committee and sub-committees, as well as of any person who is assisting the mess, will be recorded in minute form so as to present a complete and detailed record of all the business and action in connection with the entertainment from its inception to its final closure. The periods during which individuals are responsible will be recorded and the minutes will be approved by the station commander or the person deputed by him.

6. Any sub-committee formed will be presided over by a member of the mess committee.

1683. Duties of the President.—1. The president of the mess committee is responsible to the station commander for the proper management of the mess, its general discipline, business and accounts, and for the work of the committee and staff.

2. Instructions as to any special responsibilities and duties required of him over and above those set out in clause 1, and in A.P. 128, will be given to him in writing by the station commander.

1684. Duties of the Mess Secretary.—1. The mess secretary is responsible to the president of the mess committee for the correctness of the accounts of the mess, and for the safe custody, receipt and proper disbursement of any monies entrusted to and administered by him on behalf of the mess.

2. He will normally hold the key of the safe or other place in which mess money and valuables are kept, and if he is unable to retain it personally will report the fact to the president of the mess committee. In no circumstances will this key be placed in the hands of any R.A.F. personnel other than a commissioned officer. When a civilian is employed as mess secretary the key will only be placed in his hands if he is under a guarantee with a reputable insurance company for a sum adequate to meet any possible defalcations.

3. Instructions as to any special responsibilities and duties required of him over and above those set out in clauses 1 and 2 and in A.P. 128 will be given to him in writing by the president of the mess committee.

Digitized by Google

1685. Control of Expenditure.—Subject to the discretion of the station commander, the mess committee will control all ordinary expenditure on behalf of the mess, but will not incur or commit themselves on behalf of the mess to any extraordinary expenditure exceeding £20 per quarter. Expenditure exceeding that amount must be approved by a majority at a general mess meeting and by the station commander. (*See* para. **1346** regarding audit of mess funds.)

1686. Wine and Food Stocks.—The mess committee are responsible that the supply of liquor, and of food (if the supply is undertaken by the mess) held in the mess does not, save with the permission of the station commander, exceed the amount required for normal average consumption. If this permission is given to meet special circumstances, it will be withdrawn and the stocks reduced to normal by the most economical method as soon as the need to hold them has ceased to exist.

1687. Employment of Civilian Contractor, etc.—1. If a civilian contractor or caterer is employed in connection with the mess, the C.O. will ensure that the messing contract contains a clause, in the form laid down in A.M.Os.,* to the effect that the contractor has no authority to pledge the credit of the mess and that the mess accepts no responsibility for any debts or liabilities whatever incurred by the contractor. He will also take steps to warn tradesmen in writing as therein laid down. Similar action will be taken, so far as is judged necessary and appropriate, in the case of any other civilian employed under contract by the mess. Where, however, a person subject to the Air Force Act is employed in connection with the mess, the mess committee will be responsible for his pecuniary transactions with tradesmen.

2. Where a contractor is employed he will not be permitted either to keep the mess accounts or to collect officers' mess bills.

1688. Employment of N.C.Os. in Officers' Messes.—N.C.Os. will not be employed in any menial capacity about the mess, but a N.C.O. not above the rank of sergeant may be allowed to act as messman or caterer, or superintendent of the mess establishment.

1689. Dress of Butlers and Waiters.—If it is decided in any mess that mess butlers and waiters are to wear a livery, the livery will be of the pattern approved for use throughout the service. Sealed patterns of the liveries may be seen on application to the C.O., No. 1 Maintenance Unit, Kidbrooke, London, S.E.3, between the hours of 9.30 a.m. and 12 noon, or 2.30 p.m. and 4.30 p.m. (9.30 a.m. and 11 a.m. on Saturdays). Liveries will not be provided from public funds.

1690. Mess Meetings.—1. A general mess meeting, at which every available officer will be ordered to attend, will be held once every four months. The accounts of the mess and the proceedings of the four-monthly audit board will be brought before the meeting. Officers will be allowed to propose and discuss matters in relation to the finances, management and welfare of the mess. A vote will be taken on any proposition on which a difference of opinion exists, and the point will be decided by a majority of votes, subject to veto by the station commander.

* A.M.O. A.119/32.

Digitized by Google

2. Extraordinary general meetings to discuss important matters may be called either by the station commander or by the wish of one-fifth of the members, duly notified in writing to the mess committee.

3. Notice of the date, hour and place of assembly of a meeting will, as a rule, be notified to officers one week in advance, and the balance sheet as passed by the audit board made available to them for the same period.

1691. Mess and Private Guests.—1. The mess committee, with the approval of the station commander, may at their discretion entertain as mess guests such persons as are thought fit, provided that the entertainment is in return for service or hospitality rendered to the mess as a whole, or for reasons of courtesy it is considered desirable that such guests should be entertained by the mess as a whole.

2. An officer inviting friends to a mess dinner, or to partake of the hospitality of a mess, will bear the whole expense of their entertainment.

1692. Entertainments.—1. Special entertainments, other than those to which no mess guests are invited, will only be given with the consent of the majority of the officers expressed at a general mess meeting and with the sanction of the station commander.

2. The expenses of a special entertainment will be borne wholly or in part by the officers of the mess, as may be decided by the majority of such officers, and approved by the station commander, subject to the charge on each individual not exceeding one day's pay of his rank. If the cost is not entirely borne in this way, the remainder may be defrayed by a grant from the general mess funds. This grant may be authorised by the station commander, who will ensure that the amount authorised will not jeopardise the financial status of the mess.

3. Entertainments to which no mess guests are invited will be paid for entirely by those participating.

4. Expenses incurred on account of hospitality to mess guests on occasions other than special entertainments will be defrayed by the officers of the mess in shares according to their respective rates of pay. The expenses of individuals arising on account of their personal part in the entertainment of mess guests will be defrayed in the same manner, subject to such limitation as the mess committee and the station commander may approve.

5. An officer who has signified his dissent will not be called upon to pay any part of the expense of an entertainment.

6. Subject to the discretion of the station commander, honorary members who participate in mess entertainments may be charged the same amounts as those paid by members or lesser amounts.

1693. Mess Accounts.—1. The mess accounts and books will be maintained as laid down in "The Standard Instructions for Keeping Non-Public Accounts."

2. The daily charges book, showing the daily charges incurred in the mess, will be available at certain hours daily in the mess room for scrutiny by officers and will be examined and initialled weekly by the station commander.

Digitized by Google

1694. Custody and Disposal of Money.—1. Money held on behalf of the mess by the mess secretary, with the exception of cash held to meet normal daily requirements, will be banked, save in exceptional circumstances (*see* para. **2745**). Payments into the bank will be made as frequently as possible during the month, and only in exceptional circumstances should payment (which will be effected monthly) of tradesmen's accounts be made otherwise than by cheque. (*See* para. **1767** as to institute accounts.)

2. The amount of cash held to meet daily requirements will be authorised by the station commander and will not be exceeded.

1695. Subscriptions and Contributions.—1. On joining* a station mess every officer on the strength of, or attached to, the unit or units forming the mess, whether present or absent, will pay a monthly subscription to defray the ordinary expenses of the mess. The rate, which will be fixed by the mess committee and approved by the station commander, will not exceed one-half of one day's pay of the officer's rank. For this purpose the pay of a naval or marine officer attached to the R.A.F. for service with the Fleet Air Arm, or of a naval officer observer, will be regarded as including the flying or observer's allowance received by him.

2. In addition to the monthly subscription for ordinary expenses incidental expenses of the mess will be met by monthly contributions of not more than 10*s.* in ordinary, and 15*s.* in extraordinary, circumstances. Additional regular levies are not permitted, except charges for entertainments (*see* A.P. 1407), and mess contributions to the unit sports.

3. During attachment to other units and messes the subscriptions and contributions of officers will be paid to such messes and not to their own. Where an officer belongs, or is attached, to more than one mess during a month, he will pay to each mess such part of one-half of one day's pay as corresponds to the number of days spent with such mess during the month. An officer will not be called upon to pay more than one full month's subscription in any one month. If no mess is available during a period of attachment to another unit, no subscription will be paid during that period. In the case of practice camps and temporary bases, arrangements regarding the payment of subscriptions will be made by A.Os.C. concerned.

4. Affiliated members of messes will pay subscriptions and contributions at such rates as may be fixed by the mess committee and approved by the station commander.

1696. Mess Bills.—1. Every officer will pay his mess bill, including all authorised subscriptions and contributions, to the mess secretary on or before the 10th day of each month, and the president of the mess committee will report in writing to the C.O. any omission to do so. The officer concerned will then be called upon for an explanation. If the result be unsatisfactory, and the account is not settled by the 20th day of the month, the circumstances will be reported to higher authority. Payment of mess bills will normally be made by cheque. (*See* A.M.O.

* Officers posted supernumerary to No. 1 R.A.F. Depôt or the R.A.F. Station, Gosport, who do not join for duty will not normally be charged mess subscriptions. When such an officer makes use of the mess, the mess committee may recommend to the C.O. that he should be charged a *pro rata* subscription.

Digitized by Google

A.99/43 as to the collection of voluntary subscriptions to the R.A.F. Benevolent Fund through mess bills.)

2. Mess bills incurred by officers during short visits to stations other than their own* will not be rendered to the officer concerned, but will be submitted to the mess secretary of the officer's unit, who will be responsible for their immediate payment to the mess at which they originated, and for debiting the amounts to the officer's monthly account.

3. Whenever possible, accounts will be paid by cheque for the exact amount of the account rendered.

1697. Sale and Consumption of Liquor.—1. Liquor will only be sold or served to officers or their guests in the places authorised by the station commander.

2. Officers will not consume liquor in their quarters.

3. Bars in messes are prohibited.

4. Liquor will not be sold, exchanged or given away (except to guests for their actual consumption in the mess) to any individual not belonging to the mess, except by the special sanction of the station commander.

5. The cost of liquor consumed by an officer's personal guest will be included in the officer's wine bill.

6. The wine bill of officers of the rank of squadron leader and flight lieutenant will not exceed £5 per month, and that of officers below the rank of flight lieutenant will not exceed £4 per month, inclusive of liquor consumed at stations other than their own and of liquor consumed by their guests, but exclusive of the liquor referred to in clause 7.

7. At the discretion of the station commander, married officers may be allowed to buy liquor from the mess for consumption in their homes. The charge for liquor bought for this purpose will be shown in the mess books and mess bills in a separate column from that used for liquor consumed in the mess.

8. Treating as between individuals of the same mess is forbidden, but an officer of one mess may treat a member or honorary member of another who is his guest and who is visiting the mess off duty. An officer may treat a civilian who is his guest as long as the latter is not an honorary member of the mess.

9. Treating of mess employees is forbidden.

1698. Gambling.—Gambling, such as poker and roulette, is forbidden in mess or in officers' quarters.

1699. King's Health.—Officers are permitted to drink the King's health in water or any non-alcoholic beverage.

Section II.—Sergeants' Messes.

1702. Formation and Control.—A sergeants' mess is to be formed when practicable, and is normally to be managed as a station mess.

1703. Rules for Sergeants' Messes.—The regulations governing the formation and general management of sergeants' messes are set out in

* When the officer is on the supernumerary or non-effective strength of No. 1 R.A.F. Depôt or R.A.F. Station, Gosport, collection will be made direct from him by the unit at which the bill was incurred.

Digitized by Google

this section. Each mess will, however, draw up rules on matters of detail which must conform to the principles laid down in this section, and must be submitted for approval to the station commander.

1704. Membership.—1. Every warrant officer, flight sergeant and sergeant is to be a member of his station mess. If he is unmarried or a widower he is to be a messing-in member. A widower maintaining his children may, however, at the discretion of the station commander be treated as a messing-out member. If he is married and living with his wife in quarters or in the neighbourhood, he is to be a messing-out member. If he is married but not living with his wife in quarters or in the neighbourhood he is to be a messing-in member.

1A. The privilege of affiliated membership may be accorded at the discretion of the station commander to departmental officials employed by the government on the station who desire such membership and are willing to pay the appropriate subscription.

1B. Every rating and soldier of or above the rank of petty officer, R.N., or sergeant in the Army serving or on temporary duty at a station will be a member of the station mess.

2. The privilege of honorary membership may be accorded at the discretion of the station commander to—

(*a*) members or honorary members of chief petty officers' and petty officers' messes of the R.N. or of sergeants' messes in the Army (other than those referred to in clause 1B), who are qualified by rank for such privilege and who are in actual service;

(*b*) (subject to any limitation of numbers imposed by the station commander) ex-members of chief petty officers' and petty officers' messes of the R.N. or of sergeants' messes in the R.A.F. or Army resident in the vicinity of the station, who were members of such messes at the time of completing active list service;

(*c*) departmental officials employed by the government on the station and employees of aircraft firms on duty at the station.

3. Affiliated and honorary members are not eligible to be elected or appointed to the mess committee or sub-committees, to attend mess meetings, vote on mess matters, or serve the mess in any capacity.

1705. Subscriptions and Charges.—1. A monthly mess subscription is to be charged not exceeding one-third of a day's ordinary pay to messing-in members and one-sixth of a day's ordinary pay to messing-out members.* This subscription is to be charged against members during their absence on leave, but is not chargeable against them during periods of more than 10 consecutive days in hospital or on sick leave.

2. In the event of a member being absent on attachment or temporary duty from his parent station for more than ten consecutive days the mess to which he is attached is normally to receive that part of

* Personnel on the non-effective strength of No. 1 R.A.F. Depôt will not be charged mess subscriptions unless they make use of the mess, when the mess committee may recommend to the C.O. that a *pro rata* subscription should be charged.

Digitized by Google

his subscription which is proportionate to the number of days' attachment; the remainder is to be paid to the parent mess. In the case of practice camps and temporary bases, arrangements regarding the payment of subscriptions are to be made by the A.Os.C. concerned.

2A. A monthly mess subscription at such rate as may be fixed by the mess committee and approved by the station commander will be charged to affiliated members.

3. When civil aircraft land at a station and accommodation is provided for the occupants they are, if messed in the sergeants' mess, to be charged upon a scale to be fixed by the station commander.

4. The daily rate of messing is to be decided upon by the mess committee and submitted to the station commander for approval.

1706. Payment of Mess Bills.—1. The date by which the mess bills of members are to be paid is to be laid down by the station commander.

2. When a member of the mess is reported missing, his mess bill will be prepared up to date (*see* para. **1720**, clause 1) and passed to the station commander who will certify that the charges are correct.

3. After certification as in clause 2, the bill will be forwarded to the accountant officer, who will arrange for the amount to be debited to the airman's account in the pay ledger, and for the sergeants' mess to be reimbursed from public funds. The receipted bill will form a voucher to support the payment in the public cash account.

1707. Discipline in the Mess.—The senior warrant officer or N.C.O. present in the mess is responsible for the maintenance of good order and discipline, and for the observance of the regulations and rules for the mess.

1708. Entertainments.—An entertainment is not to be given unless with the concurrence of two-thirds of a general mess meeting, and with the sanction of the station commander. Liquor consumed at these entertainments, except by mess guests, is not to be charged against mess funds.

1709. Treating.—Treating as between members or honorary members of the mess is forbidden.

1710. Hours for Bar Sales.—1. No sales are to be permitted from the bar except within the hours authorised by the station commander.

2. All sales from the bar will be on a strict cash payment basis and credit to members will not be allowed.

3. An approved price list will be prominently displayed in a convenient place.

1711. Mess Equipment.—1. Messes are to be furnished in accordance with the scales contained in A.P. 830, Vol. III. Articles supplied remain public property, and are to be accounted for in the same manner as other R.A.F. equipment.

2. Property purchased out of mess funds becomes the property of the mess and detailed records of such property will be kept in the property book.

3. Property purchased out of a grant made by the Air Ministry will become the property of the mess, and such property will be maintained at the expense of the mess and accounted for in the property book.

Digitized by Google

1712. Procedure on Change of Station or when a Unit or Formation is Disbanded.—The procedure to be adopted will be as laid down for officers' messes in paras. **1675, 1676** and **1677.**

1713. Insurance.—1. The property of the mess, other than that belonging to the government, is to be insured against fire and theft.

2. Messes will protect themselves by insurance against claims under the Workmen's Compensation Act in respect of—

(*a*) *civilians, other than civilian subordinates*, employed in the mess and paid from non-public funds;

(*b*) *civilian subordinates* paid from public funds who are employed by the mess on regular work outside their normal working hours and for which they receive additional pay from the non-public funds of the mess concerned;

(*c*) *airmen* who are not employed in the mess on service duties, but who enter into an arrangement with the mess to perform regular non-public duties in their spare time when they are not engaged on their service duties and for which they are paid by the non-public fund concerned.

The insurance required under categories (*b*) and (*c*) is only in respect of the duties performed for and paid for by the mess concerned.

3. Premiums payable under clauses 1 and 2 above are to be charged against mess funds.

4. All such insurance policies, together with any other securities held by the mess, will be lodged for safe custody with the bank, a receipt being obtained and filed in the property book.

1714. Mess Meetings.—1. Mess meetings, which all members are to attend, are to be held monthly. The senior warrant officer or N.C.O. is to preside. Minutes of the proceedings are to be recorded in the minute book, signed by him, and submitted by the chairman of the mess committee, through the officer in charge of the mess, to the station commander for approval.

2. At these meetings a statement of accounts is to be presented to the members.

1715. Mess Management.—1. The following are responsible for the immediate supervision and management of the mess:—

(*a*) An officer in charge, appointed by the station commander.

(*b*) A warrant officer, or senior N.C.O., appointed for the four-monthly accounting period (*see* para. **1346**) by the station commander as chairman of the mess committee.

(*c*) A mess committee of three, additional to the chairman, elected for the four-monthly accounting period (*see* para. **1346**) by the members and approved by the station commander.

(*d*) A caterer of the rank of sergeant, not being a member of the mess committee, appointed monthly by the station commander by roster. Where a mess steward has been provided in the establishment a caterer will not be appointed.

(*e*) A treasurer of the rank of warrant officer or flight sergeant, not being a member of the mess committee, appointed for the four-monthly accounting period (*see* para. **1346**) by the station commander by roster.

Digitized by Google

2. Neither the caterer nor the treasurer is to be permitted to hold his office for two succeeding months or four-monthly periods respectively. The treasurer may, subject to the approval of the station commander, be assisted by a N.C.O. of the accountant branch, or by a clerk when one is allowed by establishment for duty in the sergeants' mess, but the treasurer is not on this account to be relieved of any responsibility delegated to him by these regulations. If a N.C.O. of the accountant branch is employed he is only to be a bookkeeper and is not to handle cash in any circumstances.

1716. Responsibility of the Station Commander.—1. The station commander is to be generally responsible for the observance of the regulations set out in this section. In addition he is to be immediately responsible as laid down in clauses 2 to 8 of this para.

2. He is responsible for the proper application of the mess funds, and is to ensure that the provisions of the regulations relating to the checking of public accounts are applied, where possible, to the accounts of the sergeants' mess, and that they are audited as laid down in para. **1346.**

3. He is to make, or to detail a senior officer to make, a surprise check of the cash book and cash belonging to the mess, at uncertain intervals at least once a quarter.

4. He is responsible that on the first day succeeding each four-monthly period as defined in para. **1346,** a senior officer, other than the officer in charge of the mess, counts the cash in hand before any transactions for the ensuing period have taken place. The balances are to be ruled off in the cash book and the amount of cash found is to be entered in words and signed by the officer making the check.

5. He is responsible that a minimum number of firms, approved by him, are dealt with by the mess. Where he considers it advisable he should take advantage of dealing with the N.A.A.F.I. on the deposit account system.

6. He is responsible that an advertisement is inserted once yearly in the principal local papers circulating in the district to the effect that the mess does not accept responsibility for the accounts of any firms whose trading with the mess has not been approved by him in writing. Charges on this account are to be borne by the mess funds.

7. He is responsible that all firms with which the mess deals are informed before any trading takes place that their accounts must be submitted to the officer in charge of the mess by the 7th day of each month.

8. He is responsible that the banking account of the mess is operated only by the officer who is appointed to be the officer in charge of the sergeants' mess.

1717. Duties of the Officer in Charge of the Sergeants' Mess.—1. He is responsible to the station commander for the immediate supervision, conduct and management of the mess, and its accounts and funds.

2. Unless he is absent from the station he is to receive from the treasurer, each week day, all cash collected by the treasurer on behalf of the mess. Cash so received is not to be paid out in discharge of bills or petty cash transactions, but is to be paid into a bank by him personally. He is not to keep cash exceeding £5 unless a proper thief-resisting

Digitized by Google

safe has been purchased by the sergeants' mess for the purpose, when he may keep up to £25 if that sum accumulates in less than a week; any amount in excess of £5 or £25, as appropriate, must be banked or, when in exceptional circumstances the money cannot be banked, deposited with the accountant officer (*see* para. **2745**). In the temporary absence of the officer in charge, the station commander is to detail another officer to perform these duties.

3. He is authorised, subject to the approval of the station commander, to issue to the treasurer a sum not exceeding £5 for use in connection with petty cash transactions. He is to satisfy himself by frequent checks that the cash so used by the treasurer is properly and economically applied and accounted for. A record of these checks is to be kept by him showing the date and the balance of cash found.

4. With the exception of petty cash transactions conducted by the treasurer under clause 3 all bills are to be paid by the officer in charge of the mess. Consistent with economy and the requirements of local conditions he is to pay by cheque all bills incurred on behalf of the mess.

5. He is responsible for examining all bills (and supporting invoices) paid or incurred on behalf of the mess to satisfy himself that they are correct and in order.

6. He is to keep a cash book in his own handwriting, which is to be balanced each month and submitted to the station commander. It is also to be presented to the four-monthly audit board for audit.

7. He is permitted, subject to general approval of the station commander, to spend on behalf of the mess sums not exceeding £5 on any one transaction.

8. At intervals to be laid down by the station commander, the officer in charge of the sergeants' mess is to carry out the check of all commodities held and accounted for in the bar stock book. He will reconcile the cash receipts for sales in the bar with the amount of stock sold as shown in the bar stock book. Every fortnight he is to examine the stock book and check the stock book and purchase book with the invoices.

9. He is to ensure that the mess is so managed that it is in a position to meet its creditors and show a reasonable monthly profit, which should not normally exceed 10 to 15 per cent. on sales.

10. He is to bring to the notice of the station commander all outstanding accounts by the 16th of each month and report to him the names of members whose mess bills have not been paid within 7 days of the payment date laid down in accordance with para. **1706.**

11. He is to ensure excessive stock is not being obtained or accumulated.

12. He is responsible for the correctness of statements of accounts and balance sheets to be laid before the monthly mess meeting and the four-monthly audit boards.

1718. Duties of the Chairman of the Mess Committee.—1. He is responsible for calling meetings of the committee, and for recording and signing the minutes of these meetings in a minute book, which he is to submit, through the officer in charge of the mess, to the station commander for approval.

Digitized by Google

2. The chairman is to approve all orders for stock given on behalf of the mess.

1719. Duties of the Caterer.—1. He is to take charge of all mess stocks.

2. He is to prepare and sign all orders for mess stocks in the order book and submit them to the chairman for counter-signature before despatch. As regards the bar he is to check his stock each day, receive cash for all sales, record all receipts of stock and balance the bar stock book daily.

3. He is to hand, each day, to the treasurer cash takings for sales of the previous day.

1720. Duties of Treasurer.—1. He is responsible for the preparation of the mess bills of members and for collecting money due from them to the mess. He is to report to the officer in charge of the mess the names of members whose bills have not been paid by the date fixed for payment by the station commander in accordance with para. **1706.**

2. He is to receive, record, and hand each week-day to the officer in charge of the mess all money received by him, whether from the caterer or any other source.

3. He is authorised to hold, on behalf of the mess, cash not exceeding £5 for use in connection with petty cash transactions. He is responsible that this money is economically and properly applied on behalf of the mess, and that it is accounted for in the treasurer's petty cash account book immediately it is disbursed. The petty cash book, together with supporting vouchers, will be examined by the officer in charge of the mess each time an advance of cash is made.

1721. Books to be Maintained in the Sergeants' Mess.—1. The following books are to be kept and maintained in sergeants' messes throughout the R.A.F. and the person shown as the custodian of the respective books is responsible not only for their proper and correct maintenance, but also for their safe custody:—

Custodian.	*Account Book.*	*Purpose for which used.*
Officer in charge sergeants' mess.	1. The cash book, including all relevant books for bank transactions.	Records all receipts and payments made on the cash account.
The mess caterer.	2. The order book.	Records details of all orders placed with tradesmen.
	3. The bar stock book.	Records in detail the daily transactions in the commodities dealt with in the bar and the cash receipts from sales.
The mess treasurer.	4. The purchase book.	Records details of all purchases on behalf of mess.
	5. The ledger.	Contains all personal and impersonal accounts.

Digitized by Google

Custodian.	*Account Book.*	*Purpose for which used.*
The mess treasurer.	6. The daily cash takings book.	Records all receipts from the mess caterer and members.
	7. The petty cash book.	Records receipts and payments from petty cash.
	8. The subscription and charges book.	Records the amounts chargeable against members and the amount of subscriptions due to the mess.
Chairman of the mess committee.	9. The property book.	Contains a permanent record of the property belonging to the mess, together with any property loaned.
	10. The minute book.	Contains a permanent record of the minutes of all mess meetings.

2. Detailed instructions for the keeping of the above-mentioned books, and the manner in which the accounts will be prepared, together with examples, will be found in "The Standard Instructions for Keeping Non-Public Accounts."

1722. Dress.—1. Service dress will be worn in the mess during working hours and at organised mess entertainments.

2. Suitable plain clothes may be worn at other times under instructions issued by station commanders.

Section III.—Airmen's Messes.

1725. Detailed Regulations not Given.—The regulations contained in this section are not intended to give complete instructions on the subject of airmen's messes. They include only regulations of a general nature with which officers and airmen should be familiar. The complete regulations for the guidance of officers and airmen whose duties involve detailed knowledge of the subject are contained in A.P. 112.

1726. *Deleted.*

1727. Civil Pilots Accommodated Abroad.—When a civil aircraft lands at a station abroad and accommodation is provided at the station for the occupants of the aircraft, they will, if messed in the airmen's mess, be charged as directed in para. **2050.**

1728. Responsibility for Messing Arrangements.—The C.O. of a station will be generally responsible that an efficient standard of messing is maintained. He will appoint the president of the airmen's messing committee to be responsible for the proper supervision, cooking and service

Digitized by Google

of all airmen's meals, also for the dining rooms, cookhouses and all personnel employed there. The president will also be responsible for the keeping of Form 848 (Airmen's Messing Account) except that part of the account to be maintained by the accountant officer as indicated in the form, and for the disposal of by-products, including the making of contracts.

1729. Dietary.—1. The C.O. of a station will pay particular attention to the feeding of the airmen and will take pains to impress upon his subordinates the important bearing which the subject has upon the efficiency, contentment and well-being of the airmen. The food provided will be well prepared and well served, and as much variety as possible will be introduced into the dietary by judicious expenditure of the cash allowances.

2. A supper meal will always be provided for any airmen who choose to take it.

3. The C.O. will himself frequently visit the cookhouse and satisfy himself that food is being properly cooked.

1730. Messing Committee.—A representative messing committee will be formed under the presidency of the officer appointed by the C.O., meeting as often as required, but not less frequently than once each week.

1731. Purchases to supplement Rations.—1. All purchases of foodstuffs required to supplement the standard ration will be made (except where Air Ministry authority has been given to use other sources of supply, and except as provided in para. **1732**) from the institute. (*See also* para. **1775.**)

2. Should any purchases be necessary, otherwise than as provided for in clause 1, or para. **1732**, a report will be made to the air or other officer commanding stating the circumstances.

3. *Deleted.*

4. *See also* para. **2663.**

1732. Garden Produce.—Subject to para. **1775**, vegetables grown at a station by the airmen may be sold to the airmen's mess at a reasonable price to be fixed by the C.O. The price should not be in excess of the institute price for similar commodities during the period. The quantities purchased and the amounts paid will be entered in the messing account (Form 848).

1733 and **1734.** *Deleted.*

1735. Issue of Meals.—1. The orderly officer will occasionally superintend the issue of meals from the cookhouse to the dining rooms.

2. The orderly officer will be present in the dining rooms at the breakfast and dinner meals to see that the airmen are comfortably seated and that the service is well conducted, and to receive any complaints that may be made. He will not allow any airman to sit down to his meal in overalls or in dirty clothes. (*See also* para. **1486.**)

Digitized by Google

3. The senior cook will be present in the dining rooms during the service of the meals.

1736. By-Products.—1. With a view to effecting economy and securing the maximum benefits to the airmen, all by-products of the airmen's rations will be secured and sold to contractors, or as may be specially approved by the Air Ministry from time to time. The employment of airmen specially on this work will not, however, be permitted.

2. Swill will be disposed of locally at the best prices obtainable, a form of contract showing prices and conditions being arranged and signed.

3. An account, distinct from the airmen's messing account, will be kept of the transactions in connection with the receipts for by-products and swill and expenditure therefrom. The account will be kept by the president of the airmen's messing committee or other officer appointed by the C.O. (but not by the accountant officer).

1737. Containers.—All containers received from the N.A.A.F.I. which are charged for will be returned as soon as empty and credit obtained. A separate account of these containers will be kept, and rendered with the by-products account. The resultant debit or credit of this account will be shown as an expenditure against, or credit to, by-products funds. Containers not charged for by the N.A.A.F.I. will be collected and disposed of locally, the cash received being shown as a credit to by-products funds.

1738. The Cooks.—1. The senior cook will have complete control over all the cooks at the station, and the C.O. will ensure that he gives as much attention as possible to the training of any young and inexperienced cooks under him.

2. Cooks will be provided with suitable white clothing from the by-product fund or from non-public funds.

1739. The Cookhouses.—1. The C.O. of a station will see that cookhouses, and all utensils in use therein, are kept scrupulously clean, and that they are used only for their legitimate object. The cooks will not be permitted to sleep, or to keep their clothes, in the cookhouse. Ample washing facilities will be provided for the cooks as near the kitchens as possible.

2. Foodstuffs beyond the requirements for the day's meals will not be held in the cookhouse.

3. Cookhouses will be locked at night and the keys deposited in charge of the guard.

Digitized by Google

CHAPTER XXI.

SERVICE INSTITUTES.

1750. Provision and Object.—1. A service institute will be provided at every station at home and abroad. Great importance is attached to the service institute as an aid to the comfort and well-being of airmen, and every effort will be made to ensure that the committee appointed discharge their duties fully (*see* para. **1757**) and that institute accommodation is used to the best advantage.

2. The objects of service institutes are—

(*a*) to supply all messing requirements, other than those which are supplied from service sources, for the airmen's mess;

(*b*) to provide a club for corporals, aircraftmen, apprentices and boy entrants, where they may read, write, play billiards, hold entertainments, &c., and where they may obtain refreshment and articles of common requirement at reasonable prices;

(*c*) to supply, by means of a rebate on purchases, money for the station institute funds (*see* para. **1781**, *et seq.*); and

(*d*) to supply families of officers and airmen with household requirements at reasonable prices.

3. Officers' and sergeants' messes may obtain supplies from service institutes.

1751. Conduct of Service Institutes.—1. Except where otherwise sanctioned by the Air Council, and in India, the supply and sale of all goods and refreshments in service institutes will be conducted by the N.A.A.F.I.

2. A C.O. who desires an institute to be opened will communicate direct with the N.A.A.F.I., stating the address of the unit, its strength, and whether quartered in barracks, hutments, under canvas, in billets, or hired quarters, and whether premises are available.

1752. The Navy, Army and Air Force Institutes.—1. The N.A.A.F.I. is a corporation formed for the purpose of conducting service institutes under the instructions of the Admiralty, Army Council and Air Council. It is controlled by a council of four officers from each service, and one officer from each service is on its board of management.

2. The net annual revenue, after all necessary reserves have been built up, will be devoted to the payment of extra rebate or otherwise applied for the benefit of service personnel, as the Air Council may decide, due regard being had to the proportions to be allotted to each service.

3. A report and audited balance sheet will be published annually, and a copy will be prominently displayed in all institutes for one month after its receipt. A copy will also be supplied by the C.O. of the station to the station institute committee.

1753. Provision of Accommodation.—1. Accommodation for institutes in barracks, hutments, billets, hired buildings or under canvas, will be provided at the public expense on such standard scales as may be approved by the Air Ministry.

Digitized by Google

2. The institute will, when possible, consist of—
(*a*) reading and writing room;
(*b*) games room;
(*c*) supper room or restaurant and service;
(*d*) airmen's room, bar, and beer store;
(*e*) corporals' games room, restaurant, or combined room;
(*f*) kitchen, scullery, store rooms and office;
(*g*) staff quarters;
(*h*) grocery shop, messing supply store, grocery and vegetable stores, office and open shed.

3. For any Air Ministry building or part of a building provided in excess of the standard scale (or used for purposes other than those specified in clause 2), a fair commercial rent, to be assessed by the Air Ministry, will be charged.

4. Sites for the erection by the N.A.A.F.I. of any accommodation in excess of synopsis scale will be dealt with as in clause 3, although the building may have been erected with a view to improving the efficiency of the retail trade of the institute.

5. No rent will be charged for trivial encroachments erected by the N.A.A.F.I. (such as notice boards or sign posts, which are more appropriately regarded as tenant's fixtures).

6. Charges for rent and services will be made for accommodation provided for staff in buildings not forming part of the institute premises as well as for any such accommodation in the institute buildings in excess of the standard scale. If, however, the excess superficial area is entirely due to the structural nature of the rooms allotted for the purpose in accordance with the standard scale, no charges for rent or services will be made. The staff accommodation placed rent free at the disposal of the N.A.A.F.I. need not be used by the staff strictly for the purposes for which the rooms are appropriated but, provided there is no disciplinary or hygienic objection on the part of the air force authorities, may be used for the accommodation of the staff in any way convenient to the N.A.A.F.I.

1754. Responsibility for Cleaning and Maintenance.—1. The station will be responsible for the cleaning of all rooms, or portions of rooms, which are used by the airmen. The N.A.A.F.I. will be responsible for the cleaning of all staff quarters, kitchens, store rooms and the premises behind the serving counters.

2. The Air Ministry is responsible (*a*) for all structural repairs and maintenance of institutes which are Air Ministry property, (*b*) for the maintenance and repair of Air Ministry fittings and fixtures therein and of the furniture and equipment provided according to the scales laid down in A.P. 830, Vol. III, with the exception of the replacement of electric lamps and breakable fittings, which will be a N.A.A.F.I. liability in those portions of the institutes to which the supply of electric current is on repayment. The N.A.A.F.I. is not responsible for the provision of any furniture or equipment, but is authorised to supplement the provision made by the Air Ministry and the station, when necessary, out of the funds at its disposal.

3. Sanitary services, scavenging and chimney sweeping will be performed free of charge in respect of accommodation provided under the synopsis scale. Such services for accommodation occupied by N.A.A.F.I.

Digitized by Google

in excess of the synopsis scale (with the exception of excess accommodation due to the structural nature of the rooms, referred to in para. **1753**, clause 6) will be on repayment.

1755. Insurance.—1. Retail institute premises and staff quarters forming part of Air Ministry buildings and in rent-free occupation by the N.A.A.F.I. will not be insured against fire by that corporation as the risk of damage by fire is borne by the Air Ministry. This applies also to tentage and equipment loaned free to the N.A.A.F.I.

2. With the exception of premises held on a repairing lease for a definite term of years, Air Ministry buildings occupied by the N.A.A.F.I. on payment of rent, will generally be held on such terms that the risk of damage by fire is borne by the Air Ministry. *See* para. **1873** as to fire protection.

3. The N.A.A.F.I. is responsible for the insurance of any other buildings on Air Ministry land which they may have taken over or erected as their own property. Similarly, responsibility for insuring N.A.A.F.I. properties or goods in Air Ministry or private buildings rests with that corporation.

4. If the insurances referred to in clause 3 have not been taken out, the N.A.A.F.I. will accept all fire risks in connection therewith.

1756. Expenses for Heating, Lighting, Fan Current and Water Supply.—1. Light, electric current for authorised fans, and heat for institute buildings within the synopsis scale will be provided free of charge except that such services in respect of the airmen's room, airmen's supper room or restaurant and bars, corporals' restaurant, kitchens, grocery shops and store rooms will be chargeable against the N.A.A.F.I. Where one corporals' room only is provided (whether divided by a movable partition or not), the cost of the whole of the fuel and fan current provided for this room will be borne by the public and the cost of all lighting (exclusive of extra lights over billiard tables which are a unit or station liability) will be borne by the N.A.A.F.I. The N.A.A.F.I. will also be liable for the cost of light, heat and fan current supplied to all buildings occupied by them in excess of the synopsis scale, except any excess accommodation due to the structural nature of the rooms (referred to in para. **1753**, clause 6), and for all electric current consumed in staff quarters in excess of approved scales, which as regards certain stations abroad include an element for fans.

2. The institute funds are liable for additional lighting in (*a*), (*b*), (*d*) and (*e*) of clause 2 of para. **1753** which is over and above the authorised lighting (e.g. separate billiard table lights).

3. Wherever practicable, separate meters (for which rent will be charged) will be provided for the N.A.A.F.I. supply, and for the supply for which institute funds are liable. The rates chargeable for supplies (both metered and un-metered) for which institute funds are liable will be as follows:—

Home stations	..	As laid down in A.M.Os. from time to time.
Stations abroad	..	Such rates as may be fixed by the air or other officer commanding, based on the average local costs in the command.

4. Electric current used for cinematograph projectors, and electric current or gas used for lighting theatres during cinematograph or other entertainments conducted otherwise than by the N.A.A.F.I., will be

Digitized by Google

charged against institute funds, any necessary re-imbursement being secured, where applicable, from officers' or sergeants' mess or other funds. If the theatre or entertainment is conducted by the N.A.A.F.I. the cost will be chargeable against that organisation.

5. Light for cinematograph for instructional purposes is free.

6. Where oil or other illuminant is used, the rules contained in the preceding clauses will apply.

7. The supply of water will be free in all institute premises provided under the synopsis scale except quantities used in the manufacture of mineral waters, which will be chargeable against the N.A.A.F.I. Water will also be supplied on repayment to other premises occupied by this organisation, subject to the provisions of para. **1753,** clause 6. Water supplied on repayment will be charged for at the rate appropriate to the station.

8. The contracts for supplies of coal for service purposes include a clause to the effect that the contractor shall provide and deliver, in accordance with the conditions of the contract, such quantities of coal as may be required for use in N.A.A.F.I., on the order of the presidents or secretaries of the institute committees. It is not compulsory for the presidents or secretaries of the institute committees to have recourse to the service contractors for this supply, but if the system is not adopted at the commencement of the contract, the contractor is not bound to supply. Payment for supplies of coal so furnished will be made by the institutes monthly direct to the contractors, at contract prices.

9. Fuel required in connection with the sterilization of drinking vessels in all institutes will be provided by the N.A.A.F.I.

1757. Supervision of the Institute.—1. It is the duty of the C.O. to encourage and develop the institute by every means in his power, and to see that the comfort of the airmen is well provided for therein.

2. The C.O. will detail an officer to act as president of the institute. Where possible, the president of the institute will be an officer of or above the rank of squadron leader; he will never be an officer holding rank below that of flight lieutenant.

3. The president of the institute will preside over the institute committee, which will be formed as directed in para. **1758** to supervise the working of the institute. He will keep (when so directed by the C.O.) the institute accounts, under the supervision of the C.O., and he will assist the C.O. generally in all matters relating to the institute.

1758. Institute Committees.—1. Institute committees will be set up at home, and as applicable, in stations and commands abroad, as provided in the following clauses:—

2. *Unit Institute Committee.*

Note.—The station institute committee will be presided over by an officer nominated by the station commander.

(*a*) A unit institute committee will consist of—

The president of the institute, who will also act as honorary secretary and treasurer;

One corporal (elected by the corporals);

Digitized by Google

Two aircraftmen (elected by the aircraftmen), and one warrant officer, flight sergeant or sergeant, when the monthly average of expenditure with the institute (exclusive of beer) on account of the sergeants' mess is not less than 15*s.* a head for each member of the mess. In addition, the institute manager should normally be co-opted for that part of the business which relates to the working of the institute.

(*b*) The duties of the unit institute committee are to supervise the working of the institute in the interests of the airmen, particularly in regard to prices, quality and description of goods supplied; to submit proposals, where there is only one unit at the station, for the disposal of institute funds, whether accruing from service, or philanthropic institutes.

(*c*) A minute book will be kept by the secretary, in which every proposal, complaint, or other matter put forward by the committee will be carefully recorded and numbered. The C.O. will note against each entry the action taken by him. This book will be produced at all inspections and when required by superior authority.

(*d*) The unit institute committee will meet as often as necessary, but at least once in each month.

3. *Station Institute Committee.*

(*a*) At stations comprising more than one unit, a station institute committee will be formed in addition to the unit institute committees. The proportion of airmen to officers will be not less than that laid down for unit institute committees and the members representing airmen will be elected by the airmen on the unit institute committees. The station institute committee will be presided over by an officer nominated by the station commander.

(*b*) The duties of the station institute committee will be as laid down in clause 2 (*b*) and will include the submission of proposals as to the disposal of station funds, whether accruing from service or philanthropic institutes.

(*c*) A minute book will be kept and produced as laid down in clause 2 (*c*). The C.O. of the station will note against each entry the action taken by him.

(*d*) The station institute committee will meet as often as necessary, but at least once in each month, as soon as practicable after the meeting of the unit institute committee.

4. and 5. *Deleted.*

6. *General Institute Committee.*

(*a*) The constitution of the general institute committee will be as shown hereunder:—

President	Director-General of Equipment.
Members	An Officer on the staff of Director-General of Equipment.
	Director of Personal Services.
	Director of Air Force Welfare.
	Director of the Women's Auxiliary Air Force.

Digitized by Google

R.A.F. Member Board of Management. N.A.A.F.I. Honorary Treasurer of R.A.F. Central Fund.
Representatives from Commands. (Overseas commands will be represented by D.P.S.)

The selection of command representatives will be determined by A.Os. C. in C. and A.Os. C. The representation should, as far as practicable, conform to the following arrangement, but the number of representatives may be varied to meet the requirements of particular meetings.

Command.	*Officers.*	*Airmen.*
Bomber	2	9
Air Defence of Great Britain	2	9
Coastal	1	4
Flying Training	2	7
Maintenance	1	4
Balloon	1	4
Technical Training	2	7
Transport	1	4
Total	12	48

(*b*) The general institute committee will meet when sufficient business to justify the holding of a meeting has been reported, for inclusion in the agenda. The dates of the meetings will be notified in A.M.Os., and adequate notice will be given to the R.A.F. Member, Board of Management, of the items to be discussed. If considered necessary, representatives of the N.A.A.F.I. will be requested to attend.

1759. Procedure for Dealing with Complaints and Suggestions.—1. *At Stations.*—The C.O. will in the first place endeavour to settle complaints and suggestions with the manager of his institute. If a settlement cannot thereby be secured, the C.O. will request the district manager to see him. (At home stations the district manager should be allowed time to consult with his group supervisor, so that they can both attend the meeting with the C.O. if desired.) Should the result of such further discussion still be unsatisfactory to the C.O., he will refer the matter in writing to the command headquarters, forwarding at the same time a copy of his letter to the R.A.F. member of the board of management of the N.A.A.F.I., who will forward it immediately with his comments to the secretary of the corporation.

2. *At Command Headquarters.*—When the complaint or suggestion reaches the command headquarters, if it is considered advisable, action will be taken by the command—

(*a*) *at home,* to notify the secretary of the corporation requesting an interview at the command headquarters. The secretary will then arrange for the corporation to be represented either from its headquarters or by the command supervisor;

(*b*) *overseas,* to notify the senior official of the corporation in the command requesting an interview at the command headquarters. The official will then arrange for the corporation to be represented, either by himself, or by another official nominated by him.

Digitized by Google

If the conference so arranged results in agreement, a note on the question will be forwarded by the command headquarters to the Air Ministry for inclusion in the agenda of the next meeting of the general institute committee referred to in para. **1758,** clause 6. If the result of the conference is not acceptable to the A.O.C. he will refer the matter to the Air Ministry, at the same time forwarding a copy of his letter to the secretary of the corporation and to the R.A.F. member of the board of management.

3. *For ensuring Publicity as between Commands.*—When a decision has been arrived at in conjunction with the corporation upon a question referred to the Air Ministry under clause 2, a note will be compiled for the agenda of the next meeting of the general institute committee.

1760. Entertainments, Theatres and Cinemas.—1. Entertainments and amusements should be organised by the institute committee under the supervision of the C.O.

2. Station theatres (including cinematograph theatres) may be conducted under the authority and control of the C.O. of the station. If they are not so conducted, they should be conducted by the N.A.A.F.I. Permission to other persons to conduct theatres of any description, or grants of leases for this purpose, will not be given without the special approval of the Air Ministry.

3. No charge for admission is usually made for entertainments provided by the N.A.A.F.I. but should a charge be made such entertainments will be subject to entertainments duty.

1761. Philanthropic Institutes.—1. Where, on the grounds of the spiritual or moral work carried out by them, philanthropic bodies are permitted to conduct philanthropic institutes on government land within stations, the C.O. of the station will be responsible that the special conditions under which the Air Council have granted such permission are strictly enforced.

2. These institutes will be allowed to sell foodstuffs only at such hours as the service institutes are open for that purpose.

3. Religious and philanthropic bodies conducting institutes on Air Ministry land will conform to the prices ruling in the N.A.A.F.I.

4. All applications to open or close philanthropic institutes will be made through the usual channels to the Air Ministry.

5. Messing requirements will not be obtained from religious and philanthropic bodies.

1762. Pedlars, Hawkers and Shops Prohibited.—Pedlars, hawkers and others will not be permitted to sell goods within the boundaries of a station, nor will the establishment of any shops or stalls, other than those conducted by the N.A.A.F.I., be allowed. (*See* para. **1761.**)

1763. Employment of Airmen in Institutes.—1. Serving airmen will not be employed in any service institute, with the exception of the librarian or airman in charge of billiard tables, and except in so far as it is necessary for them to be employed in cleaning the rooms used by the airmen.

2. Serving airmen will not be employed in any capacity in any philanthropic institute.

Digitized by Google

1764. Hours of Opening.—All institute premises will be open for the use and comfort of the airmen at and during such hours as the C.O. of the station may decide, having regard to the time required to keep the premises clean. The liquor bar will not be open for the sale of intoxicating liquor during the hours of divine service on Sundays. A notice stating the hours laid down by the C.O. for the sale of supplies and intoxicating liquor will be exhibited in a prominent position for the information of the airmen.

1765. Institutes to be Visited.—All institute premises will be visited frequently by the C.O., the president of the institute and the medical officer. The orderly officer will visit the premises daily.

1765A. Protection of Foodstuffs.—The N.A.A.F.I. will provide means for protecting foodstuffs against contamination from flies and dust. Food, except sample suppers, exposed for sale at the time the institute is open need not normally be covered. At other times all food will be kept either in the special cupboards with the doors closed or under flyproof covers on the show stand. Such covers will be in the form of frames of wire or muslin gauze not coming within 6 inches of the food. In no circumstances will loose pieces of gauze be placed directly on the food.

1766. Persons who may use the Institute.—1. A defaulter will be excluded from the institute, except during one hour only in each day, as may be determined by the C.O. of the station. During this hour the defaulter will be allowed access to the restaurant only.

2. An airman who is on the sick list or light duty list, or who is attending at the sick quarters for treatment, will be excluded from the institute, unless the written permission of the medical officer has been given.

3. Officers on full pay or half-pay and airmen, together with their families and servants, and the civilians referred to in clause 4, are the only persons who are permitted to purchase articles at any of the branches of the service institute or at its stores.

4. An air or other officer commanding is authorised, when he considers it necessary, to grant special permission to civilian staff or employees employed on R.A.F. service in barracks or camps or on Air Ministry property (including Air Ministry officials stationed abroad) to deal at the institute, subject to such special permits being kept within the narrowest possible limits and to the privilege being safeguarded against abuse. A civilian to whom this permission is granted will be provided with a pass or written authority to produce on demand at the institute. A record of permits will be kept by the C.O. of the station and the list will be reviewed quarterly by him. No other civilians will be allowed to purchase articles in any part of the institute at any time.

5. A civilian will not be permitted to enter or remain in the bar room during the hours prohibited by the Licensing Acts or any orders made thereunder.

6. Notices regarding the serving of civilians will be conspicuously displayed in all parts of the institute.

7. All persons entitled to deal at institutes are prohibited from purchasing, or being concerned in the purchase of, articles for the benefit of

Digitized by Google

persons not so entitled. This does not, however, debar an airman from entertaining a sailor, soldier or civilian friend.

8. The C.O. of the station may permit airmen to introduce male friends into the institute on condition that they leave the station a quarter of an hour before "Last Post" is sounded. An airman who introduces a friend will be responsible for his good behaviour. The C.O. may exclude any person at any time.

9. Women entitled to deal at the institute may enter the premises for the sole purpose of making purchases; they will not be permitted to remain there or to consume any articles on the premises. This rule will not apply to the female employees of the N.A.A.F.I., nor to married families in those stations where married families' clubs have been instituted.

10. C.Os. will arrange for the completion of the form provided by the N.A.A.F.I. with regard to the number of airmen in mess, and to render this form to the N.A.A.F.I. headquarters or area manager for the command on or immediately after the first day of each month. The information will be taken from the airmen's messing account (Form 848 or Form 193 as appropriate).

11. C.Os. will also arrange to send direct to the local area manager of the N.A.A.F.I. on the first day in each month a list, in duplicate, of all married officers and married airmen entitled to deal at the N.A.A.F.I. The rank and number of married airmen will be stated against the name of each airman included in the list. When an officer or airman is due to leave the unit within the ensuing month, a note to this effect will be made on the list sent on the first day of the month, stating the reason for leaving the unit, e.g. (*a*) posting to another unit, (*b*) transfer to the reserve, or (*c*) leaving the service.

1767. Accounts, Credit and Cheques.—1. Accounts will be kept and credit allowed in respect of supplies for airmen's messing and other supplies to units, and credit may also be allowed in respect of purchases of officers' and sergeants' messes, officers and airmen with their families, subject to the following restrictions:—

(*a*) Accounts for airmen's messing will be rendered for each messing period (i.e. each calendar month), and are payable within 10 days of being so rendered. Messing accounts will be paid in full without reduction for rebate, which will be paid by the N.A.A.F.I. as laid down in para. **1781,** clause 4.

(*b*) Separate accounts for supplies to units, other than for airmen's messing, will be rendered and will be payable in the same manner as airmen's messing accounts, except that discount may be deducted at the time of payment if preferred.

(*c*) Separate accounts for containers may be allowed, and will record the issue and return during the messing period of all containers for which charges are made. At the close of each messing period any balance will not be carried forward to a new period, but must be cleared by returns or payments. No rebate or discount will be allowed on charges for containers. Only those containers returned up to and including the 7th day of a month may be utilised to clear any balance remaining from the preceding month.

Digitized by Google

(*d*) Accounts for officers' and sergeants' messes, and for officers will be rendered monthly for payment within 10 days of being so rendered. Discount, which is allowable only on accounts so paid, will be deducted at the time of payment. Credit may be withheld, if considered desirable, at the discretion of the N.A.A.F.I. at all times, and it will be suspended, pending complete settlement, in the event of any account remaining unpaid 31 days after having been rendered.

(*e*) Accounts will be rendered weekly in the case of married airmen for payment within 10 days of being so rendered. Discount, which is allowable only on accounts so paid, will be deducted at the time of payment. Credit may be withheld, if considered desirable, at the discretion of the N.A.A.F.I. at all times, and it will be suspended, pending complete settlement, in the event of any account remaining unpaid 31 days after having been rendered.

(*f*) Deposit accounts may be substituted for credit accounts. A premium will be added to each sum of 2*s.* 6*d.* or multiples thereof deposited, and will take the place of discount. Unexpended deposits will be refunded if the depositor is about to leave the service, or is proceeding to a station at which the N.A.A.F.I. has no institute. Upon an ordinary change of station, deposit account balances will be transferred. Withdrawals in cash from deposit accounts (except as above) may be made only in multiples of 10*s.* and after three days' notice at any time. The deposit account will be charged with the amount withdrawn and with the premium thereon, so that no more cash may be withdrawn than was originally deposited.

(*g*) No charge will be made for the delivery of goods to messes, or to the quarters within the station of officers and airmen with their families. Deliveries outside the station may be made by local arrangement.

(*h*) Supplies of goods to be drawn in bulk quantities (such as sports goods, cleaning materials, crockery, equipment and furnishings) may be made to units at special net prices by the N.A.A.F.I. Similar terms may be given to messes for supplies of similar goods and also in respect of goods for re-sale.

2. Employees of the N.A.A.F.I. are forbidden to give credit otherwise than as provided in clause 1, or to receive any pledges on pawn. Cheques in payment of messing or other accounts may be accepted.

3. The periodical verification of the accounts for messing and other unit supplies in the N.A.A.F.I. books will be effected not more often than once in six months by a personal interview between an official of the N.A.A.F.I., not on the staff of the institute concerned, and an officer of the purchasing unit, the necessary arrangements being initiated by the district manager of the institute.

1768. Liquor Regulations.—1. Under the Licensing (Consolidation) Act, 1910 (Section 111 (2) (*l*) and the Licensing (Scotland) Act, 1903 (Section 50), it is "not necessary for a person holding a canteen under the authority of a secretary of state to obtain a justices' licence (or a certificate) to enable him to obtain or hold any excise licence for the sale of any intoxicating liquor, and an excise licence may be granted to any

Digitized by Google

such person accordingly." The application for an excise licence will be submitted by the N.A.A.F.I. to the A.O.C. concerned. Approval will be given on Form 590 which will be signed by the A.O.C. or by a staff officer not below the rank of squadron leader on his behalf.

2. (*a*) Subject to sub-clause (*b*), the sale of intoxicating liquors, other than beer, is prohibited in institutes, except from the messing supply store or married families' shop. Wines and spirits may only be sold from the messing supply store or married families' shop by bottle or case for consumption off the premises. The sale of intoxicating liquors from the messing supply store or married families' shop, except to officers, married families and officers' or sergeants' messes, is prohibited.

(*b*) At special entertainments organised by a unit and which are held in an Air Ministry building or on ground in occupation by the Air Ministry, beer, wines and spirits may be supplied by the N.A.A.F.I. within its licence to do so, to airmen and to civilians who are *bona fide* guests (on payment or by invitation) at the specific entertainment, provided that the C.O. responsible for the entertainment has previously in writing given authority to the N.A.A.F.I. This authority will only extend to the actual building or ground where the entertainment is being given, or to a building or ground accessible only to those participating in the entertainment, and may include any restrictions whatsoever which the C.O. may desire to impose in the interests of discipline.

3. Malt liquor will not be served in larger measures than one pint. Glass measures holding an imperial pint, or half-pint, must be available.

4. Intoxicating liquors will not be sold to any person appearing to be in any way under the influence of drink.

5. Children under the age of fourteen are not to be sent to the institute for intoxicating liquor other than that sold in corked and sealed vessels. A child under the age of fourteen will not be admitted to any part of the bar room.

6. Application for the appointment of brewers to supply beer to institutes will be made to the Secretary, Navy, Army and Air Force Institutes, Imperial Court, Upper Kennington Lane, London, S.E.11, or to the local representative of the organisation. The N.A.A.F.I. will endeavour to meet the wishes of C.Os. as far as possible, having regard to the necessity for arranging satisfactory terms with the brewer nominated. It is desirable that application for a change of brewers should not be made without adequate reasons, and until the C.O. has satisfied himself that the particular brand of beer asked for will be acceptable to the majority of the airmen. Two or more brewers will not be appointed to supply beer to an institute at the same time.

7. Draught or bottled beer may not be taken away from the corporals' room or aircraftmen's room or restaurant for consumption outside the institute premises except as provided in para. **1095.**

1769. Inspection of Weights and Measures.—Local inspectors of weights and measures are to have access to all institute premises for the purpose of carrying out the provisions of the law relating to the inspection of weights and measures.

1770. Sale of Necessaries.—1. Where a C.O. of a unit or station considers it desirable to call upon the N.A.A.F.I. to sell necessaries,

Digitized by Google

arrangements will be made by the equipment officer of the unit to supply articles on sale or return, and payment will be made as at the last day of each month at the current vocabulary rates.

2. The articles will be retailed to air force personnel only, at prices not in excess of the ruling vocabulary prices and no rebate or discount will be paid thereon.

3. The N.A.A.F.I. will not be responsible for marking necessaries.

1771. Sale of Poisons and Medicines.—The sale of poisons is prohibited. Harmless drugs and simple medicines approved by the medical officer may be sold.

1772. Sale of Tobaccos.—Tobacco, cigars, cigarettes, or smoking materials of any kind will not be sold or supplied to any person under the age of sixteen, whether for his own use or not, and such a person will not be permitted to smoke in any part of the institute.

1773. Prices.—1. The prices of all articles sold in service institutes will be fixed by the N.A.A.F.I. monthly and the prices of local produce weekly. All price lists and alterations thereto are supplied by the N.A.A.F.I. to the institute manager, who is responsible for providing the C.O. with a copy immediately on receipt. The institute manager is also responsible that a copy of the current price list, with any amendments, is conspicuously displayed in the institute.

2. The charges for all goods supplied by the N.A.A.F.I., either in institutes, to officers' and sergeants' messes, or to families, are based as far as possible on the retail prices charged by civilian shops for articles of similar quality.

1774. Issue of Messing Articles.—1. In order to secure an adequate check over the issue of messing articles, the C.O. of the station will appoint a time for the issue of such articles, and all mess orderlies must draw their supplies at that time. Unless a warrant officer has been detailed for the duty, the orderly officer will be present and will sign a receipt for the goods in the N.A.A.F.I. invoice book at the time of delivery. The orderly officer or warrant officer will take away the invoice and will pass it to the messing officer. If all the goods are not issued at the same time, each issue will be separately invoiced and signed for. Indents on the N.A.A.F.I. for messing goods must be signed by an officer.

2. A suitable diet sheet will be prepared in ample time to allow the N.A.A.F.I. to obtain the requisite supplies. The time required should be ascertained from the local district superintendent of the N.A.A.F.I.

1775. Supply of Vegetables.—Except as provided in para. **1732**, all vegetables required for the airmen's mess must be obtained from the service institute. When it is proposed to use supplies of vegetables grown on the station, fourteen days' notice must be given to the institute manager; similar notice must be given of the intention to resume the purchase of vegetables from the institute.

1776. Condemnation of Foodstuffs.—A C.O. will not condemn foodstuffs from the institute, except upon the written authority of the medical

Digitized by Google

officer. The institute manager will be given an opportunity of attending when condemnations are made, and will always be given a copy of the medical officer's certificate.

1777. Furniture, &c., supplied by N.A.A.F.I.—All furniture, billiard tables, pictures and similar articles provided by the N.A.A.F.I. for institutes, remain the property of the N.A.A.F.I. No articles which are the property of the N.A.A.F.I. will be removed from the institute except by authority of that corporation. Such removals will only be carried out by employees of the N.A.A.F.I. N.A.A.F.I. employees are forbidden to lend furniture or equipment, other than that which is held by the corporation for hire purposes and which may be supplied at the appropriate charge.

1778. Provision of Crockery, Cutlery, &c.—1. The N.A.A.F.I. will be responsible for the provision of crockery, cutlery, &c., and will bear the cost of reprovision, with the exception that the value of the breakages and losses of each article over 10 per cent. of the stock in hand in an institute at the beginning of the month will form a charge against the station funds, and will be deducted from the amount of the monthly rebate due to the station in accordance with para. **1781.** When extra rebate is paid by the N.A.A.F.I. the above procedure may be suspended in favour of special provisions with regard to breakages and losses included in the conditions subject to which such extra rebate is paid, but, on the cessation of the payment of extra rebate, units will revert to the normal procedure as laid down above.

2. The N.A.A.F.I. will also be responsible for the cleanliness of crockery, glass, cutlery and table utensils generally. All articles of crockery, glass and cutlery will be washed in hot water containing sufficient soap and soda to produce a good lather, and will then be placed in a wire tray provided by the N.A.A.F.I. for the purpose. After each trayful has been washed the sink will be emptied and cleaned. The tray containing the articles will then be placed under the tap and water as near boiling point as possible will be run into the sink until all the articles are immersed. After one minute the tray will be lifted out and the articles removed and allowed to dry in their usual place of storage. Unless it is essential to polish them they will be air dried only. If cloths are used for polishing they must be specially marked and kept separate from those for washing.

1779. Inventory of Articles to be kept.—An inventory will be kept up to date, giving particulars in detail of all articles which are the property of the unit in each room of an institute occupied by the N.A.A.F.I. The inventory will be prepared conjointly by representatives of the unit (or station) and the N.A.A.F.I. One copy of each inventory will be held by the C.O. (in the case of station institutes by the C.O. of the station) and one copy by the N.A.A.F.I. All alterations will be initialled by the C.O. and by the N.A.A.F.I.

1780. Barrack Damages.—1. Barrack damages in institutes will be treated on the same principle as those in other air force buildings, the only difference being that a representative of the N.A.A.F.I. will also attend the inspection and, conjointly with the representative of the C.O., will acknowledge the damages by initialling the works officer's entries, which should be apportioned between the two responsible parties by mutual

Digitized by Google

agreement, pricing and subsequent procedure thereafter taking the usual course. This procedure will also be followed for damage to stores, lamps, &c.

2. The station concerned will be responsible for making good the glass broken in windows in rooms used by the airmen. If, however, such damage was caused by any of the employees of the N.A.A.F.I. in rooms in which the airmen do not have access, but which are used exclusively by employees of the N.A.A.F.I., the damage will be made good by that organisation unless such damage is clearly attributable to air force personnel.

1781. Rebate and Discount.—1. The following rates of rebate and discount will, under present conditions, be allowed on purchases at retail prices made from the N.A.A.F.I. by the R.A.F.

When the institute premises in barracks or canvas camps are provided by the R.A.F.

(i) Rebate.—Rebate at the minimum rate of 6 per cent. will be paid monthly on purchases made from the cash allowance portion of the daily ration (but not on purchases made at home stations of the commuted items of the ration, *viz.* bacon, cheese, margarine and jam); on purchase made from units' funds if paid for without deduction of discount; on refreshment bar receipts and on such other cash purchases as are not subject to discount as indicated below.

(ii) *Discount on Cash Purchases.*—Discount at the rate of 10 per cent. will be allowed on the cash purchases in bars provided for the purpose, of messes and of all officers and married airmen for their personal or household requirements with the exception that no discount will be allowed to individuals on purchases of certain proprietary articles subject to trade agreements restricting their selling prices.

(iii) *Discount on Credit Accounts.*—Discount, subject to payment within the time limit prescribed in para. **1767,** will be allowed by deduction at the time of payment at the rate of 5 per cent. in respect of the accounts of—

(*a*) units' public and non-public funds (other than airmen's messing) and of officers' and sergeants' messes with an additional 5 per cent., making 10 per cent. in all these cases;

(*b*) officers and married airmen, but no discount will be allowed to such individuals on purchase of certain proprietary articles subject to trade agreements restricting their selling prices.

2. *Deposit Accounts.*—The rate of premium added to the sums placed to deposit accounts will be 10 per cent. (*see also* para. **1767,** clause 1 (*f*)).

3. *Extra Rebate and/or Extra Discount.*—(*a*) Extra rebate and/or extra discount in addition to the minimum rates under clause 1 above may be paid or allowed in accordance with conditions and at rates notified by the N.A.A.F.I. as being financially possible and confirmed by the Air Council from time to time. Such extra rebate will not be paid by the N.A.A.F.I. in respect of institutes opened for any period less than 28 consecutive days whether in camp, barracks or hutments. In the case of

Digitized by Google

temporary institutes in commands overseas the period of 28 days may be extended in accordance with special instructions in each case.

(*b*) For an institute in a canvas camp, opened for 28 days or longer, for which the necessary R.A.F. canvas and furniture are provided, but where in addition special canvas, cooking or other equipment is supplied by the N.A.A.F.I. at the expense of the unit or units concerned, the relative charges to be made by the N.A.A.F.I. for hire, transport and other expenses will not exceed the extra rebate payable in respect of the camp institute under sub-clause (*a*) above.

4. For institutes at home stations rebate will be paid from the headquarters of the N.A.A.F.I., London. In commands abroad payments will be made direct from the area office controlling the institutes. Any queries which may arise will be referred to the office indicated on the rebate statement.

1782. Allocation of Institute Funds.—1. At all stations a station institute fund will be maintained, the accounts of which will be kept in accordance with A.P. 1409 (Standard Instructions for keeping Non-Public Accounts).

2. The total rebates received will be credited in the station institute account as laid down in A.P. 1409.

1782A. Institute Funds—Procedure on Change of Station or when a Unit or Formation is Disbanded.—The procedure to be adopted will be as laid down for officers' messes in paras. **1675, 1676** and **1677.**

1783. Expenditure of Institute Funds.—1. One of the primary objects to which institute funds will be devoted is the rendering of institutes comfortable and club-like; they may also be applied to any other object which collectively benefits the airmen. Grants may be made in aid of messing on special occasions and also to charities or institutions which are established for the benefit of the airmen (or their families), whilst serving in or after they have left the service.

2. Institute funds will not be applied to any of the following purposes:—

(*a*) The purchase of land for use as sports grounds.

(*b*) The provision of harmoniums or organs, church decorations or anything connected with religious services.

(*c*) Charities or institutions of any kind except as provided in clause 1.

(*d*) The purchase of orderly room or other office furniture, india-rubber stamps or typewriters, but safes for the protection of institute funds may be purchased on the authority of the A.O.C.

(*e*) Loans to officers' or sergeants' messes.

(*f*) Overdrawn rations, barrack damages, losses of R.A.F. equipment of any kind.

(*g*) In any way to relieve the C.O. or any other officer of his personal liability to make good any loss or misapplication of public funds, or any irregular payment therefrom, for which he is responsible.

1784. Institute Funds—Accounts to be Kept.—1. C.Os. of stations will be responsible that accounts are kept in accordance with A.P. 1409 (Standard Instructions for keeping Non-Public Accounts), and also for

Digitized by Google

ensuring the safe custody of the funds. The accounts will be kept by the president of the station institute under the supervision of the C.O. They will be kept up to date and available for inspection by an authorised officer at any time.

2. A separate banking account will be opened for the institute funds, except that, in very small units, a banking account may be dispensed with on the authority of the air or other officer commanding.

3. The accounts will be audited at four-monthly intervals in the manner laid down in para. **1346**. On these occasions a balance sheet will be prepared and the following certificate, signed by the president, will be appended thereto:—

"I hereby certify that the accounts and balance sheet for the period from (*date*) to (*date*) disclose all transactions that have taken place during this period in connection with institute funds, and that all assets and liabilities (including outstanding liabilities and cheques not paid in) are properly accounted for.

Signature of officer .....
Date ....."

After audit has been completed the following certificate will be appended and copies of the audited balance sheet will be posted on the institute notice boards:—

"We hereby certify that we have carefully examined the accounts of the service institute; correct vouchers or receipts have been produced in support of all entries in the daily record of receipts and expenditure; after examination of the cash in hand and of the bank certificate of balance at the bank as at (*date*) we are satisfied that the above balance sheet affords a true and accurate statement of the institute funds as at (*date*). The balance in hand at that date amounted to*.....

Signatures of officers.....
.....
.....
Date....."

4. Property purchased from institute funds will be accounted for in accordance with A.P. 1409. Property books will be checked quarterly or more frequently, as the C.O. may direct, by at least two officers (of whom the president of the station institute may be one) detailed by the C.O. The following certificate will be rendered by the checking officers:—

(*Name*) *Station Institute.*

"We hereby certify that we have checked the property detailed in the property books of this institute and find that these books afford a true and accurate account of all institute property belonging to this station.

Signatures of officers.....
.....
.....
Date....."

* Amount to be written in full, not in figures, by the senior officer on the audit board.

Digitized by Google

The property books and certificates of checking officers will be produced when the institute accounts are audited, and when required by an authorised officer. Auditing officers will satisfy themselves that any expenditure on property corresponds with the entry in the property book where the nature of the property requires an entry therein in accordance with A.P. 1409. Money received from the sale of property of any description will be brought to account as laid down.

5. C.Os. will ensure that separate ledger accounts are kept in connection with enterprises (e.g. theatres, gardens) conducted by units or stations, and that such accounts are under the direct control of the president of the station institute and maintained by that officer as subsidiary to the station institute account.

1785. Institute Funds exempt from Income Tax.—Funds derived from institutes are exempt from taxation under the Income Tax Acts. Exemption does not, however, include institute funds which are derived from subscriptions, obtained by or on behalf of, individual units and special funds raised for particular purposes; such funds are subject to special trusts arising out of the particular circumstances of the fund concerned, and would be exempt only if they were applied to charitable purposes under Section 37 (i) B (*b*), Income Tax Act, 1918.

1786. Insurance.—1. Property purchased from institute funds will be insured against fire and theft.

2. Service institutes will protect themselves by insurance against claims under the Workmen's Compensation Act in respect of—

(*a*) *civilians, other than civilian subordinates*, employed in the institute and paid from institute funds;

(*b*) *civilian subordinates* paid from public funds who are employed by the institute on regular work outside their normal working hours and for which they receive additional pay from institute funds;

(*c*) *airmen* who are not employed in the institute on service duties, but who enter into an arrangement with the institute to perform regular non-public duties in their spare time when they are not engaged on their service duties and for which they are paid from institute funds.

The insurance required under categories (*b*) and (*c*) is only in respect of the duties performed for and paid for by the institute.

3. Premiums payable under clauses 1 and 2 will be charged against institute funds.

4. All such insurance policies, together with any other securities held by the institute, will be lodged for safe custody with the bank, a receipt being obtained and filed in the property book.

Digitized by Google

CHAPTER XXII.

ALLOTMENT AND OCCUPATION OF QUARTERS.

1795. Application for Quarters.—1. Except as provided in para. **1797.** the C.O. of a station will be responsible for the allocation of the accommodation available at the station. Applications for quarters will be submitted to the C.O. of the unit in the first instance, and will be referred to the C.O. of the station as that officer may direct.

2. Where accommodation is only temporarily required, the provisions of para. **3090** will be followed, if applicable.

3. When an officer or airman has been exempted from the occupation of a public quarter, the authority for such exemption will be quoted on the accommodation return (Form 410). Each exemption will be reviewed on 31st March and exemption authorities will be held to apply only to the individuals for whom they are issued.

1796. Scale of Accommodation for Officers.—The accommodation in public quarters which is normally allotted to officers is shown in the following table, but quarters classified as in a particular group may be of greater or less extent than that indicated. In the event of a quarter in the appropriate group not being available, the officer concerned may, if he is unwilling to occupy a quarter in a different group, apply for permission to live out of quarters (but *see* para. **3258** as to lodging allowance).

Rank of officer to be provided for.	Type of quarter.	No. of rooms to be allotted.	
		Personal.	Servants
(a) *Official Residences and Married Quarters.*			
Air marshal Air officer commanding overseas Air vice-marshal (except as above)	Special designs.	—	—
Air commodore commanding a formation of group status	Group I	9	4
Air commodore (except as above) Group captain	Group II	8	3
Wing commander, or squadron leader commanding a station	,, III	8	2
Squadron leader not commanding a station	,, IV	7	1
Flight lieutenant, flying officer or pilot officer	,, V	5	1
(b) *Single Quarters.*			
Squadron leaders	—	2	1
Junior officers (ten per cent.)	—	2	1 to every three officers.
Junior officers (ninety per cent.)	—	1	
Officers under instruction	—	1	

1797. Provision of Residences and Married Quarters for Officers.—1. Commanders of formations and C.Os. of stations are usually provided with official residences

Digitized by Google

2. For other officers, married quarters are provided to an extent not exceeding fifty per cent. of the normal strength of married officers as defined in para. **3237**, excluding those provided with residences.

1798. Allocation of Married Officers' Quarters.—1. The air or other officer commanding, in allocating married quarters to officers, will make the most economical arrangements possible in accordance with the provisions of this para.

2. Qualified married officers will ordinarily be given their choice in order of seniority. Departure from this rule may, however, be made for officers such as medical officers, adjutants and equipment officers who are qualified and whose continued presence at the station is desirable on account of the nature of their duties, while on occasion it may be necessary, in order that quarters may be fully occupied, to allot a quarter in a group above or below that laid down in para. **1796**. In such cases an officer may be required to occupy a quarter in a group one above or one below that normally assigned to his rank, and may be allotted a quarter in other groups if he is willing to occupy such a quarter. An officer may, however, be exempted, in exceptional cases, from the obligation to occupy a quarter in a group one below that normally assigned to his rank, if the C.O. (or the A.O.C. in the case of the C.O. himself) is satisfied that the quarter is not reasonably adequate for the personal needs of the individual officer.

3. A qualified married officer who occupies a married quarter of a type appropriate to his rank will not be displaced by a senior officer who may subsequently join the station, but an officer who is allotted a quarter of a type superior to that to which his rank is appropriate will be required to vacate such quarter in the event of a qualified married officer of the appropriate rank joining the station. Vacation of a quarter in these circumstances (which will be regarded as entitling the officer to free conveyance of furniture and baggage on the scales laid down in paras. **3128** and **3129**) will be effected as soon as possible, but the officer may receive up to three months' notice at the discretion of the C.O. Notice will be given at the earliest opportunity and in no case later than the date on which the senior officer joins the station.

4. On the death of an officer, or in the event of an officer being ordered away without his family—

(*a*) on active service; or
(*b*) to a station to which families are not entitled to proceed;
or (*c*) on being posted home on medical grounds from abroad,

the family may remain in occupation for 61 days if they are unable to make arrangements for other accommodation in the meantime.

5. Subject to clause 7, when the number of married quarters available exceeds the number of qualified married officers at a station, any surplus quarter may be allotted to an officer not qualified as a married officer under para. **3237**.

6. Subject to clause 7, an officer not qualified as a married officer under para. **3237** may also be permitted to occupy a married quarter from the occupation of which the qualified married officers at the station may have been exempted for private reasons.

Digitized by Google

7. An officer who occupies a quarter under clause 5 or 6 may be required to surrender it without notice in advance if it is subsequently required for a qualified married officer, but, whenever circumstances allow, a month's notice to vacate will be given. He will pay rent in respect of the house and furniture and accept the conditions of occupation as laid down in A.M.Os. The dates of commencement and cessation of occupation will be notified immediately to the Air Ministry in each case so that the necessary instructions may be given for rent to be deducted from pay.

8. If no qualified married officer at the station wishes to occupy a married quarter which is vacant, or occupied on a rental basis, the quarter will normally be allotted to the senior officer entitled to it, but in special circumstances the C.O. may exercise discretion in selecting the qualified officer to whom it shall be allotted. The officer selected will be designated as the official occupant.

1799. Occupation of Residences and Married Quarters—Conditions.—1. An officer will not be permitted to furnish a residence or a quarter at his own expense without Air Ministry sanction. Quarters will be furnished in accordance with A.P.830, Vol. III. An officer or airman may, however, supplement the official furniture by articles of his own property.

2. Replacement and repair of furniture will be borne by public funds when certified by the C.O. of the unit to be due to fair wear and tear. For the purpose of the determination of liability in this respect the C.O. will convene a board of officers consisting of the equipment officer and one other. Damage to furniture, and other equipment, other than that due to fair wear and tear, will be dealt with under the procedure laid down in paras. **2420** and **2421.** (As regards breakages of crockery and glassware, *see* A.P. 830, Vol. I.)

3. Items of barrack equipment will be accounted for in accordance with the regulations contained in A.P. 830, Vol. I.

4. Plate, cutlery and linen will not be provided by the public.

5. Barrack damages will be dealt with in accordance with para. **1853.** Occupants are not permitted to make alterations to the buildings without authority (*see* para. **1840**).

6. For an entitled officer, rent will not be charged for a residence or quarter, or for the furniture, but the occupant is liable to pay income tax on the residence or quarter as laid down in para. **2949.**

7. An occupant will at all times allow access to his residence or quarter to such officers, airmen and others as may be required to enter it in the performance of their duties.

8. An occupant will at once report to the medical officer any case of a notifiable disease which occurs in his household.

8A. The wife of an airman will not be permitted, while occupying public quarters, to be concerned in any way with the formation or conduct of any club or other association having for its object the collection of money and/or the distribution of money or goods within the precincts of a station, or to use public quarters for the purpose of any trade, without first obtaining permission from the C.O.

Digitized by Google

9. The advantage of living in public quarters is a privilege which can only be retained so long as the regulations are fully complied with.

10. *See* para. **1805B** as to deduction from family allowance when an airman occupies a married quarter.

1800. Supply of Electricity.—Electric light, when available, will be supplied in accordance with the conditions laid down in A.P. 830.

1801. Allotment of Single Officers' Quarters—1. An officer's claim to choice of single quarters will be governed by his rank and seniority.

2. When an officer has been put in possession of a single quarter by proper authority, he will not be dispossessed by an officer of corresponding or lower rank.

3. Single quarters will not be reserved for allotment to officers who may join a station for instructional purposes, if such a course necessitates officers (of any unit) who belong to the station being placed on the lodging list.

4. An officer has not a right to any single quarter which he does not occupy, except—

(*a*) a C.O. in lodgings, who may have a room in barracks if he does not thereby exclude another officer;

(*b*) a married officer living out of barracks under para. **1802,** clause 2.

5. A single quarter will be available for re-allotment immediately the occupant quits the station, except during the officer's absence on duty or leave, provided that such absence is not expected to exceed 61 days. Should the absence be extended beyond 61 days, the quarter may, in special circumstances, be retained for the further period on the authority of the C.O. of the station.

6. A single quarter, if available, may be allotted to a married officer qualified as such under para. **3237,** without payment when he is—

(*a*) absent from his permanent station on temporary duty,

(*b*) *deleted,*

(*c*) separated from the whole of his family (as defined in para. **3027**) owing to—

(i) being posted abroad,

(ii) being reposted at a time when, owing to illness, his family is unfit to move from the lodgings occupied with the officer (the certificate of a medical officer will be required, and separation will be deemed to exist only for so long as the family is unfit to move from the lodgings occupied with the officer),

(iii) being posted to the Fleet Air Arm and in receipt of consolidated allowance under para. **3284,** clause 1, or

(iv) other exigency of the service.

(*d*) posted to a station—

(i) on a course of instruction of less than six months' duration.

(ii) supernumerary to establishment under conditions in which free land conveyance for his family is inadmissible.

Digitized by Google

(*e*) unable, on being posted to a station, to find private accommodation for his family within a reasonable distance of the station or to obtain possession of a married quarter allotted to him but not immediately available,

(i) for a period not exceeding 14 days. The period may be extended in special cases to 31 days on the authority of the air or other officer commanding.

(ii) for a period in excess of 31 days subject to the approval of the Air Council. A full report of the circumstances of each case, together with evidence of the officer's inability to obtain such accommodation, will be furnished by the air or other officer commanding.

7. A qualified married officer not provided for under clause 6, an officer covered by para. **1802,** clause 1 (*e*), an officer in receipt of a consolidated rate of pay or a special inclusive allowance, an officer of the Navy or Army or other service attached to the R.A.F. and not entitled to a free quarter will, when permitted to occupy a single quarter which is available, be charged a rental equal to the total of the lodging allowance and the combined rate of fuel and light allowance of the officer to whom the quarter would normally be allotted. The provisions of this clause will apply to an officer in receipt of lodging allowance at married rates under para. **3260,** clause 1 (*b*), who is permitted to occupy a single quarter during the temporary absence of his family from the station abroad.

1802. Exemption from Allotment of Quarters—Officers.—1. In the following cases, an officer will not be required to occupy a public quarter which is available for him:—

(*a*) A chaplain, unless the quarter is certified to be in every way suitable for the performance of his spiritual duties.

(*b*) As provided for in para. **1798,** clause 2, or para. **3090,** clause 5.

(*c*) An officer whose daily place of duty is at such a distance from barracks as, in the opinion of the air or other officer commanding, to interfere with the due performance of his work.

(*d*) A qualified married officer who is not expected to remain at the station for more than six months, if, after strict scrutiny of the circumstances, the air or other officer commanding is satisfied that it would cause hardship to require him to occupy the quarter for so short a period.

(*e*) At a home station, a qualified married officer separated from the whole of his family owing to a member of the family being medically unfit to reside at the station, provided the unfitness is certified by the competent medical authority as likely to continue for not less than twelve months from the date on which a married quarter is available.

2. A C.O. may grant permission to live out of barracks to an officer who is married and is not qualified under para. **3237.**

Digitized by Google

1803. Single Warrant Officers.—1. Single warrant officers accommodated in barracks or hutted camps will each be allotted, if practicable, a single room or cubicle.

2. A single warrant officer may retain his quarter—

(*a*) during his absence on leave not exceeding 28 days, or, on completion of a tour of duty abroad, for the period of full pay leave granted;

(*b*) during his temporary absence on duty for a period of one month or less.

1804. Provision and Allotment of Married Quarters—Airmen.—1. Married quarters are provided for up to 100 per cent. of the establishment of warrant officers and (except in India) up to 50 per cent. of the establishment of flight sergeants and sergeants and 6 per cent. of the establishment of corporals and aircraftmen.

2. Married quarters will be allotted to airmen in receipt of family allowance at the discretion of C.Os., who will be responsible for ensuring that quarters are not left unoccupied unnecessarily. Subject to service requirements and to para. **1805A**, C.Os. will, in the first instance, offer married quarters to airmen in receipt of family allowance desirous of occupying them. If no qualified airman wishes to occupy an available quarter, the C.O. will, after considering the domestic and compassionate circumstances of such airmen, detail one of them to whom it is to be definitely allotted and his name will be published in casualty forms, which will state the date from which he is to be regarded as the official occupant of the quarter. The airman so detailed, if he should still decline to occupy the quarter, will be subject to the appropriate deduction from family allowance as if he were actually occupying the quarter (*see* para. **1805B**). In allotting quarters abroad, airmen who have been longest separated from their families for reasons connected with the service may be given priority of occupation over other airmen, provided they have a sufficient term of service abroad remaining. A warrant officer, N.C.O. or aircraftman eligible for family allowance in permanent occupation of quarters appropriate to his rank will not be displaced by the arrival on the station of a senior warrant officer, N.C.O. or aircraftman. Where N.C.Os. and others have been allowed to occupy vacant warrant officers' married quarters, they will vacate the quarters at one month's notice if called upon to do so.

3. (*a*) Four types of married airmen's quarters are provided, viz. warrant officer quarters, and, for airmen below the rank of warrant officer, types "a," "b" and "c," containing two, three and four rooms respectively, exclusive of the scullery.

(*b*) The larger quarters for airmen below the rank of warrant officer are intended for the larger families, but the size and type of married quarters allotted will depend solely on the number, age and sex of the children in the family. It will be left to the discretion of the C.O. to decide whether a quarter is reasonably adequate for the needs of an individual airman, having regard to his family.

4. Two married quarters each containing two rooms or more will not be allotted to any N.C.O. or aircraftman if the lodging list is affected thereby, unless the C.O. of the station is satisfied that the family needs

Digitized by Google

a second quarter and that the circumstances cannot be equally well met by placing the family on the lodging list.

5. Married warrant officers accommodated in barracks or hutted camps, where married quarters are not available, will each be allotted, if practicable, a single room or cubicle.

1805. Retention of Married Quarters by an Airman.—The family of an airman entitled to married quarters may be retained therein in the following circumstances:—

(*a*) When the airman is on ordinary leave, or leave on completion of a tour of duty abroad.

(*b*) During the period the airman is in hospital, on active service with an expeditionary force, or up to six months during a period of detention.

(*bb*) When the airman is temporarily detached on duty or on a course of instruction and is not accompanied by his family, unless and until the airman is notified that he will not return to his original station.

(*c*) During the period the airman is in prison, up to a period of 28 days after the date when warning has been given to the head of the family that the airman has been, or will be, discharged from the R.A.F.

(*d*) On the death of the airman at home, the family may remain in occupation for 28 days if they are unable to make arrangements for other accommodation in the meantime.

(*e*) On the death of the airman abroad the family may remain in occupation until the occurrence of the first opportunity for sending them home; should, however, the widow elect to remain at the station, the family may not remain in quarters beyond the date on which entitlement to marriage allowance ceases under para. **3360,** clause 2.

(*f*) When an airman is discharged or transferred to the reserve, the family may remain in occupation of married quarters for a period of 28 days after the date of discharge or transfer, except where the airman is granted fourteen days' leave under para. **1404,** when the family must vacate quarters by the expiration of 28 days from the date of the airman's proceeding on leave.

(*g*) When an airman is declared a deserter, the family may remain in occupation of married quarters for a period of 28 days after the date of such declaration.

(*h*) When an airman is posted to a station where his family cannot accompany him, the family may remain in occupation of married quarters for a period of 28 days from the date of embarkation if they are unable to obtain other accommodation in the meantime.

1805A. Exemption from Allotment of Married Quarters—Airmen.—1. An airman eligible for family allowance will be granted exemption from the allotment of a married quarter when—

(*a*) he is separated from the whole of his family ("family" being defined as in para. **3028**)—

(i) by the exigencies of the service;

(ii) by his family being invalided from a station abroad;

Digitized by Google

(iii) by his being transferred to a station when, owing to illness, his family is certified by a medical officer to be unable to accompany him—until such time as the family is fit to travel.

(*b*) his family is unable on medical grounds, certified by a medical officer, to reside with him at his duty station, provided that—

(i) if, at the time when separation commences, an airman and his family are in occupation of a married quarter which cannot be re-allotted to another entitled airman, exemption from allotment of quarters will be restricted to cases in which the unfitness of the family to reside with the airman is medically certified to be likely to continue for not less than twelve months;

(ii) if an airman, prior to separation, is not in occupation of a married quarter and a married quarter subsequently becomes available which cannot be allotted to another entitled airman, exemption from allotment of quarters will not be granted unless the family is medically certified to be likely to remain unfit to live at the station for at least twelve months from the date on which the quarter becomes available;

(iii) on an airman being reposted, continued exemption from allotment of quarters will be subject to a further medical certificate applicable to his new station.

2. When family allowance is reduced under para. **3349,** clause **5,** owing to the death, etc., of the wife, exemption from the allotment of a married quarter may be granted provided the C.O. certifies that it is impracticable for the airman to make suitable arrangements for the care of his children in married quarters.*

3. (*a*) Exemption from the allotment of a married quarter may be granted, although a quarter becomes vacant and clause 1 (*b*) is not applicable, if—

(i) within one month the airman to whom the quarter would normally be allotted is due to leave the station on reposting or completion of his engagement;

(ii) the airman to whom the quarter would normally be allotted does not desire to occupy it and an airman eligible for family allowance desiring to occupy the quarter is due to arrive at the station on reposting within one month.

(*b*) The period of one month may be extended to six weeks on the authority of the A.O.C. if he is satisfied that there are circumstances which justify such extension. Exceptionally, where the A.O.C. considers that a further concession is desirable, particulars may be submitted to the Air Ministry; extension beyond two months in all will not, however, in any circumstances be approved.

* It is not intended that the airman should be entirely free to make what arrangements he wishes for the children and at the same time be exempted from the allotment of married quarters. The C.O. will not certify separation unless he has given approval to the arrangements made.

Digitized by Google

4. (*a*) When an airman who is eligible for family allowance proceeds to another station on temporary duty or on a course of instruction which is expected to involve an absence from his permanent station of at least six months, and is accompanied by his family, he may be exempted from the allotment of a married quarter at his permanent station but will be subject to the allotment of a married quarter at the temporary station.

(*b*) When an airman who is eligible for family allowance and is not allotted a married quarter proceeds to another station on a course of instruction which is expected to involve an absence from his permanent station of less than six months, and is accompanied by his family, he may be exempted from the allotment of a married quarter at his permanent station but will be subject to the allotment of a married quarter at the temporary station. When, in similar circumstances, an airman is in occupation of a married quarter at the permanent station and a married quarter is available at the temporary station and is not required for an entitled airman on the permanent establishment, he may be permitted to occupy the vacant quarter with his family and to vacate the quarter at the permanent station.

(*c*) If and when it is known that an airman will not return to his original station on completion of temporary duty or the course of instruction referred to in (*a*) and (*b*), he will cease to be subject to the allotment of a married quarter at that station.

(*d*) *See* para. **3028**, clause 2(*e*), in regard to the conveyance of families.

1805B. Rent for Married Quarters—Airmen.—1. When a married quarter is allotted to an airman eligible for family allowance, a deduction in respect of accommodation will be made from family allowance at the following weekly rates:—

	s.	*d.*
Warrant officer	23	6
Warrant officer, 2nd class	20	0
Flight sergeant	19	6
Sergeant and below	17	0

2. If a member or members of the family is or are removed to hospital, the full deduction under clause 1 will be continued so long as the quarter remains allotted to the airman, in addition to any hospital charge which may be made under para. **1545**. (*See also* para. **3372**.)

3. *See* para. **1806**, clause 4, in regard to the occupation of an allotted quarter by an airman ineligible for family allowance.

1806. N.C.Os. and Aircraftmen Ineligible for Family Allowance.—1. A N.C.O. ineligible for family allowance is required to occupy any unmarried N.C.O.'s quarter that can be suitably allotted to him.

2. A quarter may be retained during the absence of a N.C.O. or aircraftman on temporary duty for a period not exceeding thirty days, or on leave for a period not exceeding fourteen days.

3. A married airman who is ineligible for family allowance may be permitted, as an act of grace, to occupy a married quarter which is surplus to normal requirements and is likely so to remain, on the understanding that the quarter may have to be vacated at short notice

Digitized by Google

A charge of 1*s*. a day will be debited against the airman's account; this charge will cover water and sanitary services, but no other expense to the public will be permitted.

4. A married airman who is ineligible for family allowance may also be permitted to occupy a married quarter which has been allotted to an airman who is eligible for family allowance and who does not wish to occupy the quarter. In such cases the deduction referred to in para. **1805B** will continue to be made from the family allowance of the latter airman, to whose account will be credited the sum of 1*s*. a day recovered from the actual occupant.

1807. Public Quarters for Civilian Staff and Employees.—1. The C.O. will be responsible for the allotment of married and single accommodation specially provided for civilian staff and employees.

2. Where, in exceptional circumstances, it is, in the opinion of the C.O., essential for the proper execution of his duties that a civilian should live on the station, or where it is impossible to find suitable accommodation within reasonable distance of the station, he may be allowed to occupy single room or cubicle accommodation not specially provided for civilian staff if R.A.F. personnel wishing to occupy a quarter are not thereby excluded.

3. The C.O. will furnish to the Air Ministry, through the usual channels, on 1st October in each year, a return of all such public accommodation occupied by civilians, with the following particulars:—

(*a*) Details of accommodation occupied.
(*b*) Name of occupant.
(*c*) Nature of employment.
(*d*) Rent paid.
(*e*) Whether (i) fuel, (ii) light, and (iii) water, are supplied at public expense.
(*f*) Whether the terms of engagement specify that free quarters will be provided.

4. Occupation of accommodation under clauses 1 and 2 will be under the conditions laid down in A.P. 826 and in A.M.Os. and a deduction at the rate appropriate to the type of accommodation occupied will be made from the salary or wages of the occupant. These deductions will be shown on Form 430 if from salaried staff, and on Form 1603 if from employees, and will be supported by a Form 1680, which will show the manner in which the sum due from each individual has been calculated. Deductions will be made for the whole period of occupation. The occupant will be required to complete an agreement in the form prescribed.

5. The C.O. or other officer responsible for allotting quarters will notify the officer paying the civilian employee of the type of quarter allotted and of the weekly or monthly rate of recovery to be made in respect thereof. A quarterly report will be obtained from the paying officer, with a certificate of the deductions that have been made.

1808. Procedure to obtain Possession.—1. At stations at home when an airman or his family ceases, on account of discharge, transfer to the reserve or other reason, to be entitled to continue in occupation, whether or not the quarters are required for other purposes, the C.O. of the station will send to the occupant a warning to the effect that vacant possession will

be required by a certain date. Where the quarter is retained by the family of a serving airman who is eligible for family allowance, the family will not be required to vacate the quarter unless it is required for allotment to another entitled airman serving at the station. The notice will be in the following form:—

"You are hereby informed that in consequence of.....
.....you will be required to vacate the quarters you now occupy on.....
(*insert date*).....*as they will be required for the occupation of a serving airman on that date.
Date..... Signed.....
Commanding....."

The notice will take effect from the date of expiration of the periods mentioned in para. **1805**; if necessitated by the airman's discharge or transfer to the reserve it will be sent two months before the airman is due for discharge or transfer to the reserve.

2. If the occupant fails to give up possession on or before the date specified, a further notice will be sent on that date in the following form:—

"Take notice that you will be required to vacate the quarters you now occupy within 7 days of the date of this notice. Failing compliance, immediate steps will be taken for your eviction and mesne profits will be claimed against you as from the expiration of the period of 7 days mentioned above at the rate of £ s. d.† a week. Any sum owing by you in respect of fuel and/or light, barrack damages and/or deficiencies will be similarly claimed (or deducted from any balance of pay or gratuity or other sum due to you from public funds).

Date..... Signed.....
Commanding....."

Rent as such will never be demanded or accepted for a period of irregular occupation. Fuel should not be supplied for any period beyond the date to which the occupant is entitled to free issues under para. **2709.**

3. If the occupant fails to comply with the second warning, the facts will be reported to the Air Ministry through the usual channels on the day following the expiration of the notice, for any necessary legal action. Certified copies of the notices and the following details will be furnished:—

(*a*) Pension (if any) in issue.
(*b*) Means and calling of occupant.
(*c*) Any amounts outstanding for light, barrack damages, deficiencies, etc.

4. When a person has assumed possession of air force property without authority, the action referred to in clauses 2 and 3 will be taken forthwith without the preliminary notice referred to in clause 1.

* Delete the words following, if inappropriate.
† The sum to be inserted will be the weekly sum payable under para. **1805B.**

Digitized by Google

1809. Return of Accommodation.—1. The C.O. of a station will render an accommodation return on Form 410 to the Air Ministry periodically as instructed on the form. The return will show the position as regards accommodation on the first day of the month or quarter as applicable, and before signature by the C.O. will be cross-checked by the accountant officer with the entitlement of personnel to cash allowances. A copy of the return will be sent to the air or other officer commanding concerned and a copy direct to the Officer i/c Records, together with a statement, in the case of overseas commands affected, showing any anticipated alterations in the numbers of married quarters, through new quarters being built, or old quarters being demolished, etc.

2. The air or other officer commanding an overseas command (except Iraq and the Far East) will notify the Officer i/c Records on 1st July of each year of the total number of warrant officers' and airmen's married quarters likely to become available during the ensuing trooping season. Any alterations subsequently occurring will be immediately communicated by signal to the Officer i/c Records.

Digitized by Google

CHAPTER XXIII.

WORKS SERVICES AND PRECAUTIONS AGAINST FIRE.

SECTION I.—WORKS SERVICES GENERALLY.

1819. Detailed Regulations not Given.—The regulations contained in Sections I and II of this chapter deal only with those matters with which officers and airmen in general should be acquainted. The detailed regulations dealing with works services will be found in "Regulations for Works Services—Peace" (A.P. 855).

1820. The Directorate of Works.—The Directorate of Works, Air Ministry, is organised on a civil basis and is responsible, under the Air Member for Supply and Organisation, for the administration of Air Ministry lands and estates, the preparation of sites, designs, and works services contracts; for the supply of stores and materials for works at stations at home and abroad; and also for the construction, maintenance and operation of electrical, heating, water, gas and drainage services. It undertakes also the supply, installation and repair of machine tools for the equipment of stations, and the purchase and inspection of electrical stores of commercial patterns, other than telegraph, telephone or wireless apparatus, required for the equipment of units. Similar duties are undertaken for the Department of the Air Member for Development and Production, the Department of the Director-General of Civil Aviation and the Meteorological Office, Air Ministry, as may be required.

1821. Organisation outside the Air Ministry.—1. The administrative, financial and technical control of works services is exercised at home by—

(*a*) The Chief Engineer, Fighter Command;
(*b*) The Chief Engineer, Training Command;
(*c*) The Chief Engineer, Bomber Command;
(*d*) The Chief Engineer, Coastal Command;
(*e*) The Chief Engineer, Maintenance Command;
(*f*) The Superintending Engineer, Balloon Command;
(*g*) The Superintending Engineer, Reserve Command;

and abroad by—

(*h*) The Chief Engineer, Middle East Command;
(*i*) The Chief Engineer, Iraq Command;
(*j*) The Chief Engineer, Far East Command;
(*k*) The Superintending Engineer, Aden;
(*l*) The Superintending Engineer, Malta.

2. The organisation at home is further divided as follows:—

(*a*) Under the Chief Engineer, Fighter Command:—

(i) No. 2 Works Area
(ii) No. 10 Works Area
(iii) No. 13 Works Area

} each with a superintending engineer in charge.

Digitized by Google

(*b*) Under the Chief Engineer, Training Command:—
(i) No. 6 Works Area } each with a superintending
(ii) No. 12 Works Area } engineer in charge.

(*c*) Under the Chief Engineer, Bomber Command:—
(i) No. 3 Works Area
(ii) No. 5 Works Area
(iii) No. 7 Works Area } each with a superintending
(iv) No. 8 Works Area engineer in charge.
(v) No. 11 Works Area

(*d*) Under the Chief Engineer, Coastal Command:—
(i) No. 1 Works Area } each with a superintending
(ii) No. 14 Works Area } engineer in charge.

(*e*) Under the Chief Engineer, Maintenance Command:—
(i) No. 4 Works Area } each with a superintending
(ii) No. 9 Works Area } engineer in charge.

The works areas are sub-divided into sections, each with a section officer in charge.

3. The organisation abroad is further divided as follows:—

(*a*) Under the Chief Engineer, Middle East Command:—
(i) Sections, each with a section officer in charge.
(ii) Nairobi Area, with a principal works officer in charge.

(*b*) Under the Chief Engineer, Iraq Command:—
Sections, each with a section officer in charge.

(*c*) Under the Chief Engineer, Far East Command:—
(i) Seletar Area, with a superintending engineer in charge.
(ii) Kai Tak Area, with a principal works officer in charge.
(iii) Trincomalee Area, with a principal works officer in charge.

1822. Works Officers—Responsibilities and Relations with the Service.—1. Subject to their general responsibility for the supervision of all transactions concerning public funds, equipment and stores which may occur within their command, air and other officers commanding are not to be regarded as having direct responsibility, financial or otherwise, for the detailed administration of works. The officers referred to in para. **1821,** clause 1, exercise detailed administrative, financial and technical control of all works services in their respective areas; they act as advisers and are responsible to the air or other officer commanding in all matters concerning works services. The officer referred to in (*h*) of para. **1821,** clause 1, is also responsible for accounting for all expenditure on works services at stations in Egypt, Palestine and Trans-Jordan and the officers referred to in (*i*), (*k*) and (*l*) of para. **1821,** clause 1, are similarly responsible as regards all stations within their respective areas. The administrative powers and duties of A.Os.C.-in-C. and A.Os.C., as defined in these regulations and in A.P. 855, will be exercised and performed by the air officers in charge of administration, to whom the chief engineers attached to the command headquarters will act as advisers on matters of works administration. On matters of importance, in their capacity as technical advisers, the chief engineers will have the right of direct access to the A.Os.C.-in-C.

Digitized by Google

2. The superintending engineers referred to in para. 1821, clause 2, and the officers referred to in para. 1821, clause 3 (*a*) (ii) and (*c*), are responsible to their respective chief engineers for the execution of all works services at the stations in their areas and for accounting for all expenditure incurred on those services. They will also act as technical advisers of the commanders of R.A.F. organisations in respect of works questions arising at any stations within their respective areas.

3. Section officers are responsible to their respective superintending engineers (chief engineers abroad) or principal works officers for the execution of all works services at stations within their sections. They will deal direct with C.Os. of stations and render them all necessary assistance in the preparation of projects, returns, re-appropriation statements, etc. It is the duty of the C.O. of a station to co-operate closely with the local works officer and to assist by such means as are within his power with the view of obtaining the maximum of economy in the execution of works services.

4. In matters of sanitation involving structural or other engineering works and in all works affecting quarters, works officers will maintain close co-operation with the medical officer concerned.

1823. Preparation of Estimates.—An air or other officer commanding will prepare, in the manner prescribed in A.P. 855, and forward to the Air Ministry, so as to arrive not later than the dates laid down therein, an estimate of the expenditure on works services of every description required in the ensuing financial year.

1824. Allocation of Funds.—Vote 4 funds are directly administered by the Director-General of Works, who issues approvals to works services and makes allotments of funds to the above-mentioned works officers who are responsible to him for the administration of the funds allotted. Air and other officers commanding will invariably be consulted in respect of any land questions and transactions and of any capital expenditure (Part I and Part II Services) at stations under their command, and will select for execution as charges to general allotments of funds Part II services between £300 and £750 approved in principle by the Air Ministry and minor Part II services under £300. The selection of minor Part II services may, however, be delegated by them to subordinate officers.

1825. Public Banking Accounts.—Public banking accounts are normally opened for each works area headquarters, with a works accountant duly authorised to operate the account. The air or other officer commanding will follow the procedure prescribed in Chapter XXXV, Section II, whenever such an account is required to be opened. The detailed procedure when works accountants and their deputies are appointed or changed is laid down in A.P. 855.

Section II.—Buildings and Plant.

1829. Detailed Accommodation Record.—A detailed accommodation record (Form 1251) will be prepared in respect of every station by the local works officer and copies will be distributed as prescribed in A.P. 855. Each holder of a copy of the record will be responsible for keeping it up to date from information supplied by the local works officer.

Digitized by Google

1830. Responsibility of C.O.—1. The C.O. of a station, under the direction of superior authority, will be responsible for the care and sanitation of all enclosures, grounds, buildings, and erections placed in his charge. He will also be responsible for buildings hired in connection with his station (*see* Section II of Chapter XXIV). He may allot responsibility to the C.Os. of units located at the station for any buildings in occupation by them, but the ultimate responsibility rests with him.

2. Unoccupied buildings at a station will be, as regards their security, under the charge of the C.O. of the station.

3. The C.O. of a station will allot living accommodation in accordance with the regulations contained in Chapter XXII.

1831. Appropriation of Buildings.—1. Every building will be appropriated to some particular purpose which will determine the scale and type of fixtures to be fitted therein, and, until the building has been re-appropriated, no alterations in the fittings will be made.

2. The appropriation of each building will be lettered on the door agreeably with the particulars given in Form 1294. The appropriation of each room and the number of fuel units allowed will be recorded on Form 1251 (*see* para. **1829**).

3. An alteration of the appropriation will not be made, except as provided in para. **1832**. An air or other officer commanding may, however, sanction the temporary use of spare accommodation for air force purposes—

(*a*) when no expense to the public is involved; or

(*b*) when the purpose is one usually provided for at the public cost, and the expense involved is within the limits prescribed in para. **1832**, clause 2.

1832. Re-appropriations—How effected.—1. It is the duty of the C.O. of a station to bring to the notice of the air or other officer commanding any re-appropriation which, in his opinion, would lead to economy and be of advantage to the service.

2. Subject to the following conditions, a minor re-appropriation may be sanctioned by the air or other officer commanding:—

(*a*) Full information will be first obtained on Form 1318.

(*b*) Accommodation of an unusual kind or size will not be given.

(*c*) Officers', barrack room, married, hospital ward, or sick-quarters accommodation will not be reduced.

(*d*) Space assigned to mobilization equipment and stores will not be taken.

(*e*) The cost of the works services involved will not exceed £300: the necessary funds must be available.

(*f*) An increase, actual or probable, in lodging or other allowances will not be incurred beyond a total of £30 a year.

(*g*) A special or unauthorised issue of furniture or other R.A.F. equipment or stores will not be involved.

(*h*) The change, when approved, will be shown in the accommodation return (Form 410) of the station concerned.

3. Re-appropriations which are not covered by clause 2 require Air Ministry sanction, but they will only be submitted half-yearly, viz. at such time as will ensure their receipt at the Air Ministry about

Digitized by Google

1st May and 1st November (but not later). Each proposal will be detailed on Form 1318 (in duplicate), and will be accompanied by a letter fully explaining the necessity of the service and the benefits to be derived therefrom. It is important that the plans should be in sufficient detail to illustrate clearly the effect of the proposals and the structural alterations involved.

4. Re-appropriation proposals will not be submitted to the Air Ministry until they have received careful consideration and scrutiny by the air or other officer commanding, in consultation, when necessary, with the local officer and medical officer concerned. Proposals in regard to buildings under the Director of Technical Development or the Director of Equipment will, however, be submitted to, and dealt with by those officers.

5. Applications for re-appropriations will be examined, except as provided in para. **1836,** by a board composed as in para. **1835.**

6. The completion of re-appropriations approved by the Air Ministry need not be reported unless a report is specially called for.

1833. Sites for Buildings.—1. Whenever it is proposed to construct buildings, either for the use of the R.A.F. or upon land appropriated for its use, the works officer concerned will forward a plan of the site he suggests, with his reasons for the selection, to the C.O. of the station, who, except in minor cases governed by para. **1836,** will refer the matter to a board composed as provided in para. **1835.** When the works officer who prepared the site plan is not a member of the board, the proceedings will be forwarded for his observations. The selection of the site will be submitted to the air or other officer commanding, who will decide: except that when a site is required for new barracks, large reconstruction schemes, or for new barrack buildings in or near works of defence, or near ordnance, or petrol, or electric generating stations, he will forward the proposals to the Air Ministry.

2. Plans of all sites approved locally will be sent to the Air Ministry.

1834. New Buildings—Taking over of.—1. For (*a*) all Part I services, and (*b*) Part II services affecting quarters, when the completion of new or reconstructed buildings is reported by a works officer, the C.O. of the station will either assemble a board under para. **1835,** or give an opinion under para. **1836.** When he is satisfied that the buildings are suitable for the purpose for which they are required, he will at once take them over and forward the proceedings of the board or the statement of opinion, as appropriate, to the air or other officer commanding for confirmation of the action taken. Questions concerning additions or minor alterations which do not prevent the buildings being used will be dealt with subsequently.

2. Proceedings of boards, or reports, on new or reconstructed buildings will be accompanied by a statement (in the same form as that required for insertion in Form 1251—*see* para. **1829**) of the particulars of the accommodation reported upon.

3. The air or other officer commanding will report the handing over of any new large buildings as soon as it has taken place, quoting the item of estimates or other authority for the work: the report will be accompanied by the proceedings of a board as in clause 2.

Digitized by Google

1835. Board on Appropriation of Sites, &c.—1. When, under para. **1832, 1833** or **1834,** a board is required to report on a proposed re-appropriation, or on a site for buildings, or on new buildings, it will consist of—

(*a*) an officer not below the rank of squadron leader as president; and

(*b*) an officer of the station or unit concerned; and

(*c*) a works officer; and

(*d*) on sites for all new buildings, and in all matters affecting quarters, a medical officer.

2. The board will take due consideration of fire risks, and, when necessary, will call for the opinion of a member of the fire committee, or, if there is no fire committee, of an officer competent to give an opinion.

1836. When Board is not Required.—In dealing with re-appropriations, selection of sites for new buildings, and questions as to the suitability of new or reconstructed buildings, it will be unnecessary to convene a board if the matter is a minor one. The opinion of the C.O. and of any other officers concerned will then be sufficient.

1837. New Proposals.—C.O. to consult Works or Medical Officers.—Before he puts forward any proposal which does not fall to be dealt with under para. **1832** or **1833,** but which involves new works or alterations to existing buildings, the C.O. of a station will consult the local works officer and obtain his opinion and estimate of the cost involved. If the proposal is one which may affect sanitation, living quarters or the health of the air forces, the C.O. will, in addition, consult the medical officer and obtain his opinion

1838. Inventories of Fittings and Machinery.—1. Inventories of fittings and machinery provided by the Works Directorate will be prepared in duplicate for each room by the local works officer as follows:—

(*a*) on Form 1001 for portable and movable fittings in officers' and airmen's quarters and accessory buildings,

(*b*) on Form 1002 for portable and movable fittings in office, store, workshop and technical buildings, and

(*c*) on Form 512 for machine tools and tools peculiar to and supplied with such machinery.

2. Except as provided in clause 3, one copy of each inventory, signed by the works officer, will be handed to the C.O. of the station for custody by the officer in immediate charge of the room, the second copy, signed by the C.O. of the station, being retained by the works officer.

3. In the case of married quarters, the copy of Form 1001 signed by the works officer will be handed to the occupant of the quarter for custody. The second copy, signed by the occupant, will be retained by the works officer, who will be responsible for obtaining signatures to Form 1001 on change of occupant.

1839. Demands for Fixtures.—1. If any fixtures not hitherto supplied are required, the C.O. of the station will apply, giving full details, to the

air or other officer commanding. If only material is required, and the work can be done by service labour, the fact will be stated in the application.

2. If the air or other officer commanding approves the application, the cost will be charged against the funds at the disposal of the chief engineer, superintending engineer or principal works officer.

3. On completion of the work the article becomes a works fixture and will be added to the inventory.

4. Materials required for fixtures will never be demanded from a maintenance unit.

1840. Private Alterations and Additions.—1. Alterations or additions will not be made to rooms or buildings by any officer or airman without the sanction of the air or other officer commanding, who may approve minor alterations not affecting accommodation, and not at variance with approved types and provisions in barracks. When such alterations affect record plans, a report, accompanied by the necessary drawings, will at once be made to the Air Ministry. Temporary buildings, huts or stands may be similarly approved by the air or other officer commanding, as well as the erection of a stage within a building, provided no expense to public funds is involved. Such erections will not be taken into use until they have been passed as fit, especially with regard to risks of fire, by the responsible works officer.

2. Any person who makes an unauthorised alteration in the gas, electric light, or water fittings, or interior arrangements of any building allotted for the use of the air forces will be liable to pay for any excess of gas, electric current or water consumed, and for the expense of replacing the fittings as they originally stood. (*See also* A.P. 830, Volume I, Chapter 31.)

3. Machinery, plant, fittings, or structures which have been supplied by units or individuals will not be taken over for maintenance from public funds, unless prior authority for their provision and maintenance has been obtained from the Air Ministry.

1841. Sale or Demolition of Buildings.—Proposals for the sale or demolition of buildings which are considered to be no longer fit for use or for further repair will be submitted by the local works officer to the superintending engineer or principal works officer, who will record his opinion whether the building can be utilised for any service purpose, and will pass the papers to the C.O. of the station, who will record his opinion and forward them to the air or other officer commanding. The air or other officer commanding will forward his recommendation as to the disposal of the buildings to the Air Ministry, accompanied by Form 1318 in duplicate.

1842. Private Garages.—1. Suitable sheds for the storage in barracks of motor vehicles which are the property of officers and airmen may be provided as encroachments, subject to the approval of the air or other officer commanding, at the expense of the individuals concerned. The siting of the building will be dealt with by a board as provided in para. **1833**, and will conform generally to the regulations applicable to service buildings.

Digitized by Google

2. The fire regulations applicable to service garages (Form 1302) will be observed.

1843. Housing of Private Vehicles and Aircraft.—The conditions under which aircraft and private motor vehicles may be housed in service buildings are contained in paras. **2041** and **1964** respectively. (*See also* para. **1964**, clauses 8 and 9, as to the parking of private vehicles.)

1844. Space Allowance.—1. In airmen's barrack rooms at home stations, 600 cubic feet space and 60 square feet floor area will be allowed for each airman. At stations abroad the following special scale is authorised:—

——	Floor area.	Cubic space	Minimum height.
Sub-tropical	80 sq. ft.	800 cu. ft.	12 ft.
Tropical	100 sq. ft.	1,000 cu. ft.	14 ft.

2. The following special scale for guard rooms is authorised:—
Single rooms, 80 square feet floor area, and 800 cubic feet space.
Larger rooms, 60 square feet floor area and 600 cubic feet space for each airman.

3. In calculating cubic space for occupation the height of a room above 10 feet will not be reckoned.

1845. Sanitation.—1. The windows of every barrack room will be opened sufficiently to allow of free ventilation and will be kept open as far as the weather and season admit.

2. Water storage reservoirs, service tanks, house cisterns and tanks of a domestic nature will be periodically cleaned out by the works service. The cleaning of hot water cisterns must be undertaken systematically at definite intervals, the exact interval varying with the station and the quality of the water.

3. The cleaning of surface drains and catchpits (except open gutters that merely require sweeping) will be undertaken by the Works Directorate. The flushing of latrines will be performed by the sanitary detachment.

4. Attention will be paid at all times to the state of latrines and urinals, and to the cleaning and disinfecting of dustbins. The C.O. will issue directions that improper articles be not thrown into them or into the drains.

5. The C.O. is responsible that the duties appertaining to water supply laid down in A.P. 855 are performed with regularity by the unit.

6. Horses will not be allowed to run loose within the station boundaries except in places authorised for grazing. Dogs may not be kept except by permission of the C.O. of the station and must be under proper control when within station boundaries. Other live stock may not be kept unless the sanction of the air or other officer commanding in consultation with the competent medical authority, has been obtained: the C.O. of the station must satisfy himself that all acts,

Digitized by Google

bye-laws and regulations concerning the particular animals which it is desired to keep, are complied with.

7. Yards and parade grounds will be kept in order by the air forces.

8. The clearance of snow and leaves from the roofs of buildings, whether occupied or not, will be undertaken by the Works Directorate.

9. The local works officer will supply the C.O. of the station with full information as to the position of the drains, flushing tanks, manholes, &c.

10. *See also* para. **58** as to the general responsibility of the C.O. of the station.

1846. The Sanitary Detachment.—1. The sanitary detachment included in the establishment of a unit will be employed under the direction of the C.O. of the station, and under supervision of the medical officer, on the following duties:—

The care of urinals and latrines; the collection and disposal of refuse; the cleaning of grease traps and gullies; and any other conservancy work which may become necessary. They will assist in carrying out work in connection with disinfection, and they will act as sanitary police.

2. As far as possible, arrangements will be made for airmen of sanitary detachments to be given a course of instruction at a school of hygiene.

1847. Employment of Air Force Personnel.—1. Whenever work is performed by air force personnel on behalf of the Works Directorate, the party so employed will remain under the immediate control of its air force officers or N.C.Os. The works officer will be concerned solely with pointing out the work to be done.

2. The C.O. of the unit supplying the party will furnish the section officer every morning with a statement showing the numbers by ranks employed.

3. A C.O. will, so far as the exigencies of the service permit, endeavour to comply with any request for labour which he may receive from the works officer.

1848. Responsibility for Wharves, &c.—1. An officer in charge of a wharf, pier, landing stage, or foreshore, used for air force purposes, or of a hired vessel for berthing, or mooring purposes, is responsible that such are safe.

2. In the event of any of the structures, berthings, moorings, &c., becoming unsafe at any time, the responsible officer will take steps to discontinue their use until they have been rendered fit for service again. A notice board, with a warning as to its unsafe condition, will be exhibited in a conspicuous position near the part concerned, and steps will be taken, through the proper channel, to have any necessary repairs executed with the least possible delay.

1849. Marching-in and Marching-out Inspections.—1. In order to save time and labour these inspections will, whenever possible, be combined.

Digitized by Google

2. The C.O. of a station, in conjunction with the local works officer and medical officer, will cause all buildings and fixtures (including machinery and machine tools) allotted for the use of a unit to be inspected (if possible before the arrival of the incoming unit) to ascertain their condition. This inspection will be carried out by an officer not below the rank of flight lieutenant who may be the equipment officer or his representative of officer status. The unit then becomes responsible for the buildings and fixtures handed over (*see* para. **1830**).

3. A party, not exceeding two officers and six airmen, will take over buildings for an incoming unit, except when sea passage outside the home establishment is involved. This party, unaccompanied by any families, should precede the unit, and a party of the same strength should be left behind to hand over the buildings.

4. An officer taking over buildings on behalf of a unit will initial and date each fixture inventory before leaving the room, or quarter; he will, at the same time, if another unit is being relieved, make out a list of any articles requiring exchange or replacement, so that he need not refrain from initialling the inventories.

5. When a unit is ordered to hand over buildings, the C.O. of the station will give to the local works officer the earliest possible intimation of the hour and date at which the buildings will be vacated, in order that arrangements may be made for the marching-out inspection. At this inspection an experienced officer, who may be the equipment officer or his representative of officer status, representing the C.O. of the station, will accompany the local works officer in going over the whole of the buildings, and in assessing the damages (*see also* para. **1853**). A similar inspection will be made when an officer or airman or civilian takes over or vacates a married quarter.

1850. Inspections by Works Officers.—1. The local works officer will inspect the buildings (including hired buildings) for which he is responsible, quarterly, with reference to any repairs that may be required. The C.O. of the station concerned, or his representative, and the equipment officer will attend the inspection, and will at the same time inspect the aerodrome surface.

2. The superintending engineer or principal works officer of an area, or his representative, will inspect annually all buildings (including hired buildings) for which he is responsible, and will furnish a report, in conjunction with the medical officer, to the air or other officer commanding, calling attention to sanitary conditions. The C.O. of the station will detail an officer, not below the rank of flight lieutenant, if available, to attend the inspection.

3. When the sick quarters are inspected by a works officer, the medical officer will attend.

1851. Inspections by C.O.—During the first week of every month the C.O. of a station, or an officer deputed by him, will make an inspection of the buildings and aerodrome surface, and will note the repairs to be made. This inspection will be unnecessary in those months in which the periodical inspection is made by a works officer. After the monthly inspection, or when any isolated damage is brought to notice, the C.O. will forward to the local works officer a requisition in Form 3049 for the repairs required or on Form 1923 for damages as defined in para. **1853**. Urgent repairs will be dealt with as directed in para. **1855**.

Digitized by Google

1852. Inspections by Medical Officers.—1. The competent medical authority will submit to the air or other officer commanding the dates on which he proposes to make the inspections required by para. **1462**: the dates, when approved, will be published in command orders. These inspections will be attended by—

(*a*) a senior officer to represent the C.O. of the station if he is himself unable to be present;

(*b*) a works officer; and

(*c*) the medical officer of the station.

2. Serious defects in the sanitary condition of a building brought to notice at inspections will be reported to the air or other officer commanding, through the superintending engineer or principal works officer, who will record his opinion as to possible remedies and the cost thereof. Where applicable the matter will then be dealt with as provided in para. **1841.**

3. The medical officer of a station will make periodical inspections of the station as directed in para. **1485,** clause 2.

1853. Barrack Damages.—1. The term barrack damages covers damages to buildings, enclosures, grounds, structures, fixtures, fittings and property of every description for the maintenance of which the Directorate of Works is responsible, which are caused through misuse, wilfulness or neglect on the part of the personnel of the unit in whose custody they are. General charges, however, must not be made except in respect of barrack damages as defined in Section 138 (4A), Air Force Act, i.e. damage to or loss or destruction of any premises in which airmen are quartered or billeted or any appurtenances, fixtures, furniture or effects therein or appertaining thereto.

2. It is the duty of the works section officer (who in case of doubt is to take the instructions of the superintending engineer) to decide whether any repairs required are due to fair wear and tear and as such chargeable to public funds, or whether such repairs are to be dealt with as barrack damages. In the latter case, the unit is *prima facie* responsible for the cost of repairs.

3. If a unit disputes the decision of the works section officer, the C.O. has the right to appeal to the A.O.C. No one but the A.O.C. can relieve the unit of payment. The C.O. of a station or superior authority may if he thinks it necessary, convene a court of inquiry or appoint an officer to investigate the matter. The finding of a court of inquiry or an investigating officer that the injury does not appear to be fairly chargeable against the unit and that the unit should therefore be relieved of payment does not in itself, however, authorise a section officer to alter his decision if he himself still considers the repair should be treated as a barrack damage. *See* para. **1854** as to charges against air force personnel in respect of barrack damages.

4. At any of the inspections referred to in paras. **1849** and **1850,** the C.O. of the station, or the officer attending the inspection for him, will attest, by his signature in the notebook of the works officer making the inspection, the list of damages or losses to be assessed against the air forces, or object on the spot to any charge against which he wishes to appeal. The works officer will also initial the service officer's notebook.

Digitized by Google

5. The receipt of periodical and marching-in and marching-out inspection reports will be immediately acknowledged by the C.O. of the station by letter to the officer from whom they are received. The C.O. will then forthwith give written notice to the local works officer of the items against which he intends to appeal.

6. In the following circumstances the whole cost of damages or losses is admissible as a charge against the public:—

(*a*) When the damage or loss has occurred in a building occupied solely by recruits or in the wards of hospitals and sick quarters and the cost cannot be assessed against any individual.

(*b*) When caused by a person of unsound mind.

(*c*) When the damage or loss has been caused by a prisoner sentenced to discharge or dismissal from the service.

(*d*) When the damage or loss has been caused by civilian employees and the cost cannot be assessed against any employee or employees.

7. Part of the total cost will be borne, subject to clause 8, by the public as follows:—

(*a*) For damage to a bath—any excess in the cost of repair over £1, subject to sub-clause (*c*).

(*b*) For damage to any of the following fittings—any excess in the cost of repair over 10*s*., subject to sub-clause (*c*):—

W.C. apparatus.	Lavatory basins	fixed.
Urinal pans.	Footpans	
Slop sinks.	Glazed stoneware sinks.	

(*c*) For damages by apprentices or boy entrants—any excess in the total cost over 2*s*. 6*d*. chargeable against an individual apprentice or boy entrant. (This does not modify any action to be taken under para. **1854**, clause 4.)

8. The limitation of charge authorised by clause 7 does not apply when the damage is chargeable against officers, whether caused by them or their servants.

9. In ordinary cases the repair of damages will be executed under unit arrangements. At stations where a works maintenance contract is in operation, the C.O. of a unit or detachment may order the contractor to repair damages. By the terms of his contract, the contractor is bound to effect the repairs at contract rates. In such case, the C.O. will pay the contractor direct but the prices charged, the quality of material used, and workmanship will be investigated and checked as necessary by the section officer.

10. At stations where a works maintenance contract is not in operation and the C.O. is not able to make other satisfactory arrangements, the work will be undertaken by the works staff if so requested.

11. In the following cases, the repairs will be effected by the works officer:—

(*a*) Damages of which the cost is partly chargeable to the public (clause 7).

(*b*) Damages noted at marching-out inspections.

Digitized by Google

(*c*) Such damages to buildings, &c., in unit care as may be desired by the C.O. Damages to drainage, gas, electric and water fittings, fittings or fixtures of special pattern, should usually come under this head.

(*d*) Damages to recruits' barracks.

12. Except for damages repairable under unit arrangements, the C.O. of a station will forward to the local works officer a demand on Form 1923 for the repair of damages, but if the damages are first observed by the works officer, Form 1923 will be prepared by him.

13 and 14. *Deleted.*

15. On the 1st day of each month the C.O. of a station will forward to the local works officer a list on Form 1278 of all damages which have been repaired under his orders during the previous month.

16. When damages occur in barracks occupied by recruits, if all the damages occurred in the part of the barracks occupied by recruits and none of the items can be charged against individuals, the C.O. will certify on Form 1923 accordingly.

1854. Barrack Damages—Charges against Personnel.—1. When a claim against a unit in respect of barrack damages is received from a works officer and is not disputed (*see* para. **1853**) the C.O. will make careful investigation of the circumstances and will settle the matter in the fairest and most practicable manner possible as laid down in the following clauses.

2. Damages attributable to officers will be apportioned under principles similar to those laid down for airmen in clauses 3 and 5, and recovery will be effected as in para. **2787.**

3. If the damage can be proved to be due to the wilful act or negligence of an airman or airmen who are individually identified the C.O. will dispose of the offence summarily (unless it is a matter for trial by court martial) by awarding a penal deduction under Section 138 (4), Air Force Act, to make good the loss, either with or without other punishment, and subject to para. **1151,** clause 2.

4. If the damage appears to have been occasioned by the wilful act or negligence of airmen belonging to the unit who cannot be individually identified the C.O. may, under Section 138 (4A), Air Force Act, and provided that the individual share does not exceed one shilling, make a general charge against the whole, or any portion, of a unit by distributing the assessment equally among all the airmen concerned.

5. General charges must not be made against the whole of a unit if the C.O. can definitely lay the responsibility upon an individual or individuals or upon a portion of the unit. When the date on which the damage was done can be ascertained the amount will be divided among all those quartered on the premises on that day. When it is only possible to determine the dates between which the damage was done, regard should be had to the length of the time during which each airman was in the quarters. A N.C.O. in charge of a room will bring to notice at once any loss or damage so that responsibility may be fixed without delay upon the personnel who were concerned.

Digitized by Google

6. The general charge to be made against each airman will be one penny or such multiples of a penny as will cover the charge. *See* para. **2815** as to the procedure for effecting and accounting for such charges.

7. Where the individual share of a general charge would exceed one shilling, or where the C.O. is otherwise unable to dispose of the loss in a just and proper manner, he will report the facts with his recommendations to the air or other officer commanding who will either—

(*a*) authorise such a charge to be made as will make good the loss, or

(*b*) if the loss is within his financial powers under Appendix VI, write off all or part of the loss, or

(*c*) submit the matter to the Air Ministry.

8. A court of inquiry may be assembled by the C.O. or higher authority, if it is considered necessary in order to determine the question of responsibility.

9. If the damage or loss is caused by civilian employees, and none of the items can be charged against individuals, the C.O. or head of the establishment will certify on Form 1923 accordingly. The certificate will also state, for wilful or apparently wilful damage, that every endeavour has been made to trace the offender or offenders.

10. If the damage or loss is found to be due to the wilfulness or neglect of any particular employee or employees, the C.O. or the head of the establishment will sign the claim in the usual way and recover the cost or part thereof from the employee or employees concerned, as laid down in A.P. 826.

11. Damages or losses caused by civilian employees, exceeding £2 for any one item, will be reported to the Air Ministry separately as they occur.

1855. Urgent Repairs—Demands for.—1. If any repairs, other than those coming under the heading of barrack damages, are an urgent necessity, the C.O. of the station will send a requisition, by means of an entry in Form 3049, to the local works officer, or requisition the repairs by telephone, confirming subsequently by means of an entry in Form 3049. Repairs which are not urgent will be dealt with in accordance with para. **1851.**

2. *See* para. **1598** as to repairs required by hospitals.

1856. Electric Current, Gas and Water.—1. The C.O. of a station will exercise a careful supervision over the consumption of electric current, gas and water. During frosty weather, he will be responsible that precautions are taken as directed in A.P. 855.

2. When there has been an excessive consumption of electric current, gas, or water, the air or other officer commanding will direct the senior works officer to report whether the excess can be traced to any works defect.

3. The local works officer will supply the C.O. of the station with plans showing the position of the water and electric and gas mains, regulators, syphons, hydrants, suction valves, stop-cocks, switches, distribution boards, meters, &c., and the numbers of lights in each building.

Digitized by Google

4. Instructions as to scales allowed and records of consumption are contained in A.P. 830.

1857. Water Flushing Systems.—The C.O. of a station will ensure that waste of water is not caused by the operation of automatic flushing systems at unnecessarily frequent intervals during silent hours.

1858. Supply of Gas Burners, Mantles, and Electric Lamps.—1. Gas burners, gas mantles, and props will be demanded from the local works officer as required, and, on receipt, will be taken on charge.

2. Responsibility for the provision, fitting, removal and disposal of electric lamps required for official use in R.A.F. stations and establishments is allocated as follows:—

(*a*) For lamps up to and including 60 watts—To the Directorate of Equipment.

(*b*) For lamps over 60 watts—To the Directorate of Works (subject to clause 6).

The Director-General of Works is responsible for all electric lamps, irrespective of wattage, at civil aviation stations.

3. (*a*) R.A.F. stations and establishments at home will obtain supplies of electric lamps direct from contractors under Air Ministry term contracts.

(*b*) R.A.F. stations abroad will demand supplies from their stores distributing unit, or under local procedure direct from No. 1 Maintenance Unit. The demands on No. 1 Maintenance Unit will be in multiples of one hundred of any one type.

(*c*) Works areas at home and abroad will obtain supplies direct from contractors under term contracts.

4. (*a*) Replacements of unserviceable lamps will be effected as laid down in A.P. 830, Vol. I, or A.P. 855, as appropriate.

(*b*) The replacement of an unserviceable lamp having a broken bulb or glass stem or a broken or damaged cap will be made at public expense only if the lamp is accompanied by a satisfactory explanation of the damage signed by the flight or section commander.

(*c*) The procedure for charging for the loss of or damage to electric lamps is laid down in A.P. 830, Vol. I (if of 60 watts or less) and paras. **1853** and **1854** (if over 60 watts).

5. In order to meet emergency requirements a small number of lamps over 60 watts may, if required, be transferred to and held on charge by the equipment officer of the unit. This supply will only be drawn on by the unit after the normal working hours of the Works Directorate. In the event of issues being made by the equipment officer from this stock, replacements will be requisitioned as soon as possible from the Works Directorate. The new lamps issued in replacement will be taken into the unit store in order that the emergency supply may be kept constant.

6. At stations where there is no works store, a supply of lamps over 60 watts sufficient for the ordinary needs of the unit will be held by the equipment officer. Issues in replacement of lamps unserviceable, broken or missing will be made from this stock under unit arrangements, and an

Digitized by Google

equivalent number of lamps demanded from the Works Directorate as in clause 5.

7. Lamps will normally be removed from unoccupied rooms or buildings and returned to the equipment officer or the responsible works official, as appropriate, for custody.

1859. Station Plants.—1. The establishment of fixed machinery at stations will be determined by the Air Ministry: applications for machines in excess of establishment will be made through the usual channels.

2. Cookhouse, bakery, laundry and workshop machinery (with accessories peculiar to particular machines), other than portable machinery, will be supplied, installed and fixed by the local works officer and will be included on the inventory of fixtures.

3. The provision, erection and upkeep of hydrogen gas plant will be undertaken by the Director of Compressed Gases.

4. Heating plants for sheds will be used only in the circumstances and under the conditions laid down in A.P. 830.

5. The operation and maintenance of the following plant at stations will be provided for by the local works officer:—

(*a*) Electric lighting and power plant.
(*b*) Water supply and storage plant.
(*c*) Extra high pressure air supply torpedo-charging plant.
(*d*) Sewage disposal plant.
(*e*) Locomotives, steam rollers, steam travelling cranes and rolling stock.
(*f*) Motor mowers, rollers and tractors, for aerodrome work.
(*g*) Fixed disinfectors (boilers only) where the working pressure is 16 lb. per square inch or over.
(*h*) All heating plants, except the following, which will be operated by the unit:—
(i) Small domestic heating apparatus.
(ii) Cooking stoves.
(iii) Open fires and slow-combustion stoves in messes, quarters, institutes, guard rooms and the like.
(iv) Boilers for laundries.

Where the local works officer is responsible for the operation, he will provide stokers. In the case of (*h*) (i)–(iv) above the stoking will be undertaken by the unit (except that in all married quarters the stoking of boilers, stoves, fires, &c., will be the liability of the occupant) but as regards (iv) the stoking staff will be under the technical supervision of the local works officer. Where steam-cooking is installed, the local works officer will provide the staff for the stoking of the boilers only where the working pressure of the boiler is 16 lb. per square inch or over, or where the boiler is an independent unit exceeding 500 lb. per hour evaporative capacity irrespective of pressure.

6. The following plant will not be operated by the local works officer but will be maintained by him:—

(*a*) Workshop machinery (subject to A.M.O. A.208/31).
(*b*) Laundry machinery.

Digitized by Google

(*c*) Cooking plant.
(*d*) Bulk petrol storage installations (*see* A.P. 830).
(*e*) Booster fire pumps.
(*f*) Bakery.
(*g*) Incinerators.

7. Applications for renewals and repairs will be made to the local works officer as laid down in para. **1855.** Damages to machinery will be dealt with as for other barrack damages (*see* para. **1853**).

8. *See also* para. **1860.**

1860. Supply, Operation and Maintenance of W/T Plant.—Responsibility for the supply, operation and maintenance of W/T plants will be distributed between the Directorate of Equipment and the Directorate of Works, Air Ministry, as laid down from time to time in A.M.Os.

1861. Chimney Sweeping and Window Cleaning.—1. Chimney sweeping and window cleaning will be carried out as detailed below.

2. At home stations the sweeping of all chimneys, flues, &c., will be carried out under local R.A.F. contracts. Such contracts will be made under the authority of the C.O.

3. The sweeping of chimneys will, as a rule, be carried out periodically, as follows; but chimneys, &c., in close proximity to magazines, and others specially requiring it, may be swept more frequently on the order of the C.O. who will, if necessary, consult the local works officer:—

(*a*) *Chimneys.* In permanent barracks and brick or concrete huts:—	
(i) Officers' quarters, officers' messes, offices, barrack rooms, school libraries, recreation rooms, stores, workshops, hospitals and detention barracks, servants' kitchens or rooms.	Twice a year, viz. the middle of January and at the end of May.
(ii) Married airmen's quarters, except as provided in (iii).	Twice a year, viz. the middle of January and the end of May.
(iii) Guard-rooms, cook-houses, kitchens of messes, kitchens of staff and of married officers' and senior officers' quarters, kitchens of institutes and coffee rooms and hospital wards, kitchens or living rooms of married airmen's quarters, where fires are constantly in use.	Once every three months.
In wooden huts and buildings roofed with felt.	Once a month when in use.
(*b*) *Stove Pipes and Flues*:—	
(i) In wooden (except as in (ii)), brick or concrete huts.	Once a month when in use.
(ii) In large groups of occupied wooden huts.	Once a fortnight when in use.

Digitized by Google

4. The responsibility for window cleaning at all R.A.F. stations at home will be as follows:—

Type of building or quarter.	*Responsibility for cleaning windows.*
Married quarters—occupied (all ranks).	Occupant.
Married quarters—unoccupied.	Unit personnel.
Barrack blocks, workshops, offices and other buildings.	(*a*) Unit personnel for the interior of all windows. (*b*) Unit personnel for the exterior of windows with sills not more than 30 feet from the ground. If aircraft apprentices, boy entrants or recruits are engaged in external window cleaning, the maximum height at which they will be permitted to work is 25 feet. (*c*) Local contract for the exterior of all windows with sills above the heights specified in (*b*). Prior Air Ministry authority, which will embody an instruction regarding the periodicity of cleaning, must be obtained before tenders are invited.

5. At stations abroad chimney sweeping and window cleaning will he carried out as may be necessary, having regard to local conditions.

Section III.—Fire Precautions.

1865. Fire Manual.—Detailed instructions on the subject of fire prevention and fire fighting are contained in the "Fire Manual" (A.P. 957). These are to be fully complied with.

1866. Advice on Fire Services.—Civil technical assistants are available at the Air Ministry to inspect or advise on fire services when specially required to do so by A.Os.C. at home. Their services will not be called upon unless the matter cannot be dealt with by command headquarters.

1867. Organisation at Stations.—1. The C.O. of a station will be responsible for the organisation and efficiency of the fire fighting arrangements at his station, and for ensuring that the regulations for preventing and dealing with fires are adequately promulgated and observed by the air forces and others concerned. As, in consequence of para. **1873,** the responsibility of the C.O. extends to all buildings or structures erected at his station, the fire prevention and fighting organisation will be worked out to provide protection accordingly.

Digitized by Google

2. The C.O. of a station may, at his discretion, appoint a fire committee to assist him in organising and perfecting the fire services. Such a committee should consist of an officer not below the rank of squadron leader (where possible) as president, and three or more members including a representative of the local works officer. Warrant officers are eligible to serve as members.

3. Whenever possible, arrangements will be made for the co-operation (in the event of an outbreak of fire) of civil or military fire brigades situated within a reasonable distance. It should be borne in mind that there is no statutory power to call on any fire brigade to operate outside its own area.

1868. Fire Orders.—1. The C.O. of a station will draw up fire orders for his station, giving detailed instructions as to the action to be taken and the means to be employed in dealing with outbreaks of fire. The orders will include provision for fires occurring in the buildings referred to in para. **1873.** They will also define the duties and distribution of the air forces in the event of an outbreak of fire.

2. It is recognised that the observance of fire regulations and orders is necessarily optional in respect of buildings occupied by persons not under the control of the C.O., unless such persons are specially bound to the Air Ministry by contract or otherwise. Whenever possible, arrangements will be made so that access to all such buildings is readily obtainable by the C.O. or his representative.

1869. Sheds and Store Buildings—Special Precautions.—1. Buildings containing aircraft, other R.A.F. equipment, or valuable stores will be inspected by the orderly officer daily within two hours after the cessation of work. At stations where there is cessation of work for any interim period (or periods) of more than two hours, an additional inspection will be made by the orderly officer within two hours after each such cessation of work. At stations where it is physically impossible for the orderly officer to carry out the duty, the C.O. will make such alternative arrangements as will secure adequate inspection subject to the approval of the group or area commander or (in the case of maintenance units) of the Air Ministry.

2. The last person leaving and locking up a building will be held responsible for opening the main switch to the electrical power and lighting supply, and the orderly officer will inspect and check, within two hours of the cessation of work, that the main switch or switches have been opened. The only live circuit allowed in these buildings after they have been closed will be the supply to the boiler houses (where existing) and this circuit will be connected to the live side of the main switch, separately fused and enclosed in a steel conduit.

3. Airmen will not be permitted to sleep in these buildings without the specific authority of the C.O. of the station. Where such authority is given, arrangements will be made for the buildings to be visited periodically by an officer to ensure that all fire-prevention orders are being complied with.

4. The petrol tanks of aircraft and M.T. vehicles are not to be filled or emptied inside buildings, but at a safe distance away in the open air.

Petrol tank covers are to be kept closed and petrol taps of M.T. vehicles and the main petrol cocks in the pilot's cockpit of aircraft are to be turned off when they are in a building. The tanks of aircraft, except those in flying condition, and M.T. vehicles when in storage are not to contain petrol or oil.

1870. Special Precautions in Emergency.—Flight sheds and store buildings containing aircraft or technical R.A.F. equipment, power houses and pumping plant, and petrol and explosive stores, constitute the most serious fire risk and contain the most valuable material on the station, and are therefore of the first importance. In special emergency additional fire appliances will be concentrated, hose coupled up to hydrants and laid ready, and special guards mounted over these buildings.

1871. Provision of Exits.—1. In every building adequate means of exit must be provided and maintained unencumbered so as to ensure the quick emptying of the building of all persons within it.

2. Emergency exits will be plainly designated.

3. The term " means of exit " will be understood to include the whole path of egress to the open air, and consideration must, therefore, be given to the size of gangways, width of doors, the free working of bolts and locks, and lighting.

1872. Cold Weather Precautions.—The C.O. of a station will take adequate precautions in accordance with the instructions contained in the " Fire Manual " (A.P. 957), in order to prevent the fire fighting plant, including the fire booster pump, valves, mains and appliances from becoming damaged or disabled by the action of frost.

1873. Buildings, &c., Occupied by Persons other than the Air Forces —Responsibility.—1. When buildings or structures are occupied by persons other than the air forces, the responsibility of the C.O. of the station will be as laid down in this para., provided that he is satisfied that the construction and arrangement of the buildings or structures and their contents do not contravene the regulations.

2. The C.O. will not be responsible for the loss or destruction of private property of any description.

3. *Buildings occupied by the Works Staff.*—The senior representative of the works staff will be directly responsible to the C.O. that the regulations are strictly observed by the personnel of which he is in control: he will demand from the C.O. a sufficient supply of fire appliances for the buildings of which he is in charge and will be responsible for the maintenance and efficiency of such appliances.

4. *Buildings occupied by civilian firms, or private individuals, which are the property of the Air Ministry.*—The C.O. will, at his discretion, require the owners and/or occupiers to conform to the fire orders of the station, and will issue, on inventory charge, such fire appliances as he may consider to be requisite for the protection of Air Ministry property. Buildings in this category will be considered to be in all respects similar to air force buildings occupied by the air forces or air force material.

Digitized by Google

5. Institute premises forming part of Air Ministry buildings, and other Air Ministry buildings in the occupation of the N.A.A.F.I., held on such terms that the risk of damage by fire is borne by the Air Ministry, will be included in the local air force fire protection arrangements. (*See also* para. **1755.**)

6. *Buildings occupied by civilian firms, or private individuals, which are the property of such firms or individuals.*—The C.O. will, whenever possible, arrange for assistance to be rendered by the fire personnel and fire tender, and will, upon request, provide fire appliances upon repayment. For any such building which is in sufficient proximity to air force property to constitute a risk of fire to air force property, arrangements will be made in contracts or leases so that the C.O. may be empowered to act in accordance with clause 4. Where existing agreements do not empower the C.O. so to act, although those agreements cannot be varied in order to enable him to require the occupiers to comply with his fire orders, he should make with them the best arrangements possible, including the employment of fire personnel and appliances, for the protection of air force property in the vicinity.

7. When buildings are occupied by civilian employees (other than those referred to in clause 3) of the Air Ministry at stations, maintenance units and establishments which are under the control of a civilian head, the responsibility of the C.O., as detailed in this para., will apply to the head of such station, maintenance unit or establishment, or to the senior civilian for the time being.

1874. Hired Buildings.—1. The C.O. of a unit in occupation of a hired building will be responsible that precautions against fire, and steps for dealing with an outbreak of fire, are taken in accordance with the regulations, so far as they can be applied, contained in this section. If the hiring is taken up to supplement the accommodation at any particular station, responsibility will rest with the C.O. of that station.

2. Chemical fire extinguishers issued for the protection of a hired building should be of such a type as will stand on their own bases without any additional support (*see* para. **1916,** clause 4).

1875. Fire Station.—If available, suitable accommodation for a fire station will be set aside in a central part of the station adjacent to the building in which the fire tender or fire engine is housed, and close to either the guard house or the central telephone exchange. Space should be provided for sleeping accommodation for the fire party, and for the storage of first aid fire appliances and such other small gear as may be immediately required. Facilities should also be included for minor repairs to fire appliances and hose.

1876. Quarterly Inspection.—1. The C.O. of a station will every quarter make a thorough inspection of the fire arrangements at his station. Any defects or deficiencies revealed at the inspection which can be remedied locally will immediately be attended to, and any which cannot be rectified locally will be reported promptly through the usual channels. (*See* A.P. 830 as to the special allowance of water for necessary tests at these inspections.)

Digitized by Google

2. The C.O. will make his inspections without giving any previous notice or warning in the station.

3. If a fire committee exists at the station, at least two members of the committee should attend the inspections.

1877. Fire Practices.—1. Fire drills will be carried out at frequent intervals. Practice fire alarms will be held without warning and at different times by day or night at least once a month. The fire tender and fire party will turn out for these practices except during flying hours or when aircraft are due to arrive at a station.

2. Except as provided in para. **1876**, the actual use of water will not be permitted at fire drills and practices.

1878. Fire Personnel.—1. The C.O. of a station will arrange for a fire party consisting of a specially trained fire instructor (*see* para. **390**) and a driver and crew for the fire tender, to be always available (*see* para. **1879**). In addition, a number of airmen will be detailed as a fire picket to act as auxiliaries to the station fire party. The tour of duty for both the fire party and the fire picket is left to the discretion of the C.O. but will not exceed a period of 168 hours.

2. Station fire instructors will not be struck off the whole of their ordinary duties, but will be excluded from the roster of guard and orderly duties. In place of those duties they will take duty in turn as duty station fire instructor, who, during his tour, will be in charge of the station fire personnel. Except as provided in para. **1873**, the station fire instructors will be in charge of all fire fighting equipment and appliances (other than those in store) at the station, and will be responsible to the C.O. of the station for their maintenance and efficiency. Station fire instructors will be released from other duties on at least two days in each week, for training crews, for inspecting, testing and repairing fire appliances and equipment, and for general fire-prevention duties. This allotment of time should be the minimum, and may be increased at the discretion of the C.O.

3. The fire instructor on duty and the station fire party will sleep in the fire station. No fire personnel will be allowed to leave the air force station during their tour of duty.

4. Subject to the provisions of para. **1879**, airmen detailed for duty as in clause 1 will be available for ordinary work, but not for guard or orderly duties, nor for work requiring them to go outside the station. The C.O. may at his discretion permit compensatory privileges to the fire instructors and station fire personnel.

5. The station fire party and fire picket will be assembled and detailed under the command of one of the fire instructors at the time of the posting of the guard. The fire instructor on duty will then be responsible that each member of the station fire personnel understands and performs the duties allotted to him.

1879.—Fire Tenders.—1. The fire tender will be regarded as station equipment, and the C.O. of the station will be responsible for its maintenance and that of its equipment in a high state of efficiency.

Digitized by Google

2. The fire tender will be manned by the fire party, but not more than six persons should be carried on tenders equipped with 30 gallon froth extinguishers and not more than seven on those of the CO_2 and airfoam type, including the driver in both instances.

3. In the event of the fire tender breaking down, the fire equipment will be transferred to another vehicle which will take the place of the fire tender until it is fit for service again.

4. At stations where there is a duty pilot, the fire tender will be placed under his orders as directed in para. **823**, and while flying is in progress, it will be stationed as directed in para. **714**. Otherwise, the tender will be stationed, and responsibility allotted for its efficiency, as the C.O. of the station may direct.

5. The fire tender will attend crashes (including civil crashes) whether the aircraft catches fire or not. When there is no fire, the medical officer or ambulance personnel will be responsible for the removal of the injured, and the fire party will work under their instructions. In a crash fire, however, the fire party will carry out the work of extrication and immediately hand over to the ambulance party the persons removed from the aircraft.

See also para. **1962**.

1880. Fire causing Loss of Accommodation.—When an extensive fire occurs causing loss of accommodation at a station, an immediate report will be made to the Air Ministry stating the number of air forces or aircraft displaced and how they will be temporarily accommodated.

1881. Fires to be reported and investigated.—Fires will be reported, and investigated by a court of inquiry as directed in para. **1334**.

1882. Liability for Damage by Fire.—An officer or airman, as well as any other person in Air Ministry employ, will be liable to make good damage done to government property by fire, the result of his own neglect; but, in view of the large sum to which liability may extend, the amount to be recovered will usually be limited to the equivalent of fourteen days' pay of the individual who is held responsible.

Digitized by Google

CHAPTER XXIV.

BILLETING, HIRINGS AND LANDS.

SECTION I.—BILLETING.

1892. The Law of Billeting.—Billeting is effected by the exercise of statutory powers contained in Sections 102–108A, 110–111, and 119–121, Air Force Act, and in the second schedule to that Act.

1893. Billeting—When to be Resorted to.—1. In ordinary circumstances, billeting will be resorted to only in connection with the detention, while absent on temporary duty from their permanent station or usual place of residence, of a party of more than 10 airmen, accompanied or unaccompanied by an officer, for whom public quarters cannot be provided. In exceptional circumstances, e.g. difficulty in obtaining accommodation, individual airmen or a party of not more than 10 airmen will be billeted. (If public quarters are not available, an officer will be billeted if accompanying a party of airmen who are billeted.)

2. In times of emergency, duly declared by proclamation and in special orders, air forces will be billeted when they cannot be accommodated in barracks, hutments or under canvas, or when it is not possible to make more economical arrangements by hired buildings.

1894. What provision to be Made in Billets.—1. An airman may be billeted for accommodation only, or for accommodation and subsistence, but it should be noted that a person on whom an airman is billeted is not bound, except in times of emergency, to provide him with meals for more than three days, including the day of arrival.

2. An officer can only be billeted for accommodation: he must always make arrangements for, and pay for, his own food.

3. The details of accommodation and meals to be provided by persons on whom officers and airmen are billeted are contained in the second schedule to the Air Force Act. The description of food and drink may be varied by such equivalents as may be authorised by the responsible officer.

4. The statutory charges admissible for accommodation and meals will be notified from time to time, as approved by Parliament, in the Army and Air Force Annual Act: in no circumstances may a smaller or greater sum be offered.

1895. Liability of Persons to Furnish Billets.—1. All keepers of victualling houses, as defined in Section 104, Air Force Act, are liable at all times to provide billets for officers and airmen of the regular air force, and for their horses, and for any part of H.M. forces in times of emergency under Section 108A, Air Force Act.

2. In times of emergency, under Section 108A, Air Force Act, occupiers of all public buildings, dwelling houses, warehouses, barns and stables, are liable to provide billets equally with keepers of victualling houses.

1896. Billeting—How effected.—1. When billets are required under the provisions of para. **1893,** clause 1, they are provided under the authority of a route (Form 260), which will be issued as directed in para. **3047.**

Digitized by Google

2. When billets are required in times of emergency, otherwise than in connection with travelling, a billeting requisition (Form 2084) must be provided in advance: such requisitions may be signed only by an officer not below the rank of squadron leader, and separate forms are required where different accounting units are concerned.

3. The civil police alone have the power to select the persons on whom billeting notices may be served, and to order the provision of billets.

4. A billeting requisition must be handed to the chief of the police: a route should be handed to a police constable.

5. The order for the provision of billets demanded on Form 2084 is made by the chief of the police on Form 55, and the officer, N.C.O. or airman in charge of a party proceeding from a station in accordance with a movement authorised by a route is to be in possession of Form 55 amended, if necessary, to indicate the current rates payable in respect of billets.

1897. Limit of Actual Needs.—In framing billeting demands, an officer will be careful to requisition only such billets as are actually required and can be utilised at once.

1898. Allocation of Billets.—1. Licensed premises are undesirable for use as billets for more than a few days. The billeting of air forces in private houses for long periods is seldom economical and should be avoided.

2. Billeting (under para. **1893,** clause 2) in unoccupied buildings will be permitted only very exceptionally when the air forces are in occupation for only a few days. Such a building, if required, must be hired under the provisions of para. **1911.**

3. In dwelling-houses not more than one man to every two rooms should be allotted, not including kitchens and offices. The occupants should not be deprived of the bedrooms they habitually use.

4. In all billets in large buildings a minimum of 40 superficial feet and 400 cubic feet of space for each airman should be aimed at.

5. Where other arrangements are possible, officers will not be billeted in the same building as airmen.

6. Airmen will not be billeted in their own homes, or, without strong service reasons to justify such a proceeding, in houses adjoining their own homes.

7. An airman's family will not reside with him in his billet, unless such residence is purely temporary.

1899. Billeting with Subsistence—Avoidance of.—The billeting of airmen with subsistence is uneconomical and should be avoided as much as possible: it should be used only for a small number of airmen and in connection with travelling (*see* para. **1893,** clause 1, regarding parties not exceeding 10 airmen, and also para. **2669**).

1900. Additional Accommodation.—When air forces are billeted in large numbers in an emergency, the following additional provision will be made as necessary:—

(*a*) If there is an insufficiency of kitchen accommodation and cooking utensils, field kitchens will be constructed.

Digitized by Google

(*b*) Premises required for the central messing of airmen in billets or for stores and offices will be hired under the provisions of Section II of this chapter.

(*c*) If latrine accommodation is insufficient field latrines will be constructed up to the normal scale, the necessary arrangements being made with the local sanitary authorities.

(*d*) If the use of private land is necessary the consent of the owners must be obtained and the land hired.

1901. Control in Billets.—1. Billets found to be unsuitable, insanitary or infested with vermin, will be vacated at once.

2. Appeals and complaints preferred by householders, or owners, will be carefully inquired into and every endeavour will be made to see that private interests have full consideration.

3. Billets will be frequently inspected, special attention being paid to the airmen's bedding and the cleanliness of the rooms set apart for their use.

4. Wilful damage will be paid for and charged against the airman responsible, or if the individual responsibility cannot be fixed a general charge against the airmen concerned will be made under Section 138 (4A), Air Force Act. Reasonable claims for unavoidable damage, not due to fair wear and tear but incidental to billeting, will be settled by a C.O. if the amounts are small. If a large claim is made, the occupier will be requested to make the claim in writing: the claim will be acknowledged and forwarded to the air or other officer commanding.

1902. Payment for Billets.—1. When airmen are detached on any service and are billeted, they will be provided with a sufficient sum of money to pay charges for their billets. They will also be given a form from Army Book 123M on which to obtain a receipt for billeting charges.

2. The Air Force Act requires payment for billets to be made every four days, but, by mutual agreement, payment may be made at less frequent intervals. Payment must always be effected before the air forces vacate their billets, unless exceptional circumstances render this impossible.

3. If, in very exceptional circumstances, payment is not made before billets are vacated the amount due will be agreed with the occupier: Army Book 123M will be certified as to the number of billets occupied and the amounts due, and will then be passed for payment by the officer or airman to the accountant officer.

4. Charges for billets obtained on a route (Form 260) will be adjusted on the route itself as laid down in para. **3160**: those for billets obtained on a billeting requisition (Form 2084) will be brought to account in the accountant officer's monthly cash account. Charges will always be supported by receipts on Army Book 123M.

1903. Temporary Absence.—1. If an airman billeted in a dwelling-house, or a victualling house, is temporarily absent on leave, or for any other reason, and his kit is left in the billet, so that it may be assumed that he is to return, the billet must be held to have been furnished during the period of absence, and must be paid for. Generally, when the absence

Digitized by Google

is not expected to last for more than two or three days, it will be preferable not to relinquish the billet. If the billet is relinquished, a new billeting notice must be served by the police before occupation is resumed.

2. Where an officer proceeds on leave or temporary duty for any period up to, but not exceeding, three days, his baggage, &c., being left in the billet, and he returns upon expiration of his leave or duty, the billet must be paid for, for the period of absence. Where, however, the period of leave (or other absence) exceeds three days, the billets must be formally relinquished, and arrangements made for storage of the officer's baggage. If this is not done, any liability for the retention of the billet will rest with the officer, and no payment will be made from public funds.

1904. Notice of Departure.—Whenever possible, notice will be given in advance of the date on which billets will be relinquished.

Section II.—Hirings to Supplement Barrack Accommodation.

1910. Definition.—A hiring to supplement barrack accommodation is a mutual agreement for a period not exceeding three years arranged by negotiation between an occupier of property and the air force authority: the agreement must be in writing and signed by the parties, Forms 3005 (England and Wales) and 3005 (A) (Scotland) being used for the purpose.

1911. When may be Used.—1. Hirings may be resorted to for the provision of living accommodation for air forces, and for the provision of accommodation for offices and for stores.

2. Hirings may be taken up—

(*a*) to supplement existing service accommodation;

(*b*) to provide accommodation for central messing, offices and stores, in connection with billeting, when a state of emergency has been declared.

3. In no circumstances will hiring be permitted where service accommodation can be utilised without detriment to service requirements, or when canvas can be employed, or when any other suitable and more economical arrangements can be made.

4. Hiring will not be resorted to in connection with the provision of married quarters.

1912. How Hirings are to be Obtained.—1. At home, all applications to take up premises by hiring will be referred to the air or other officer commanding, who will satisfy himself that hiring must be resorted to and that it provides the most economical solution.

2. An air or other officer commanding will forward all applications to take up hirings to the Air Ministry, accompanied by a report dealing with the following matters:—

(*a*) The accommodation available for hiring.

(*b*) Details of the premises recommended as suitable for the purpose in hand, and particulars of the terms upon which they can be rented.

Digitized by Google

(*c*) Details and an estimate of the cost of such works services as may be necessary in order to render the premises suitable.

(*d*) Sanitary and health conditions.

(*e*) Heating and lighting.

(*f*) The shortest notice for termination which the owner is prepared to accept.

3. No action binding on the Air Council, or calculated to commit the Council to liability, will be taken until Air Ministry authority has been obtained. In no circumstances whatever may terms of occupation be arranged by a unit. Any officer contravening this regulation will be held personally responsible for any loss which his unauthorised action entails.

4. When the hiring is approved the necessary agreement will be prepared at the Air Ministry (but *see* para. **1923** as to procedure in connection with hirings abroad), certified copies being sent to area or command headquarters. Possession of the premises must not be taken until instructions to that effect have been given.

1913. Certification and Payment of Bills.—1. Charges in connection with hired premises in home commands will be dealt with in accordance with instructions issued by the Air Ministry.

2. Where agreements include the provision of water, the payment of rates, or any other charges, care will be taken to ensure that additional charges are not passed for these services.

3. The Air Ministry liability for repairs and dilapidations at the conclusion of the hiring will be checked and assessed by the works officer with the aid of the initial and final reports on the premises: an endeavour will be made to agree with the owner, subject to Air Ministry sanction, a sum to be paid in full settlement. The air or other officer commanding, in forwarding the works officer's report and recommendation as to the terms of settlement, will attach a statement showing the amounts which have been recovered (as barrack damages) from the air forces.

4. As regards commands abroad *see* paras. **1923** and **2913.**

1914. Inspection of Premises.—1. Marching-in and marching-out inspections will be made as laid down in para. **1849,** at the commencement and termination of the occupation, or if any change of unit in occupation is made. At the initial and final inspections a note will be made of the structural and decorative condition of the premises, and the owner will be asked to confirm the accuracy of the description by his signature. At the initial inspection a list of the fixtures will also be prepared by the works officer.

2. Reports of marching-in and marching-out inspections will be sent to the air or other officer commanding, marching-out inspections being accompanied by a copy of the assessment of damages made against the air forces, and information as to where credit will be found for the charges.

1915. Barrack Damages.—1. Barrack damages will be assessed as laid down in para. **1853,** and will be apportioned and charged as laid down in paras. **1854** and **2815.**

Digitized by Google

2. If there is any R.A.F. equipment (e.g. furniture) in the premises, barrack damages in respect thereof will be assessed by the equipment officer and dealt with as directed in para. **2420.** Details of such damage need not be reported under para. **1914,** clause 2.

3. The C.O. of a unit in occupation of hired premises will ensure that all cases of wilful damage are immediately brought forward for disciplinary action.

1916. Precautions against Damage.—1. Arrangements will be made, before the air forces enter into occupation, for the removal of any furniture and fittings which might give rise to a heavy claim for depreciation through air force occupation. Where, however, a furnished, or partially furnished, house is taken for an officer's accommodation, the furniture, except decorative or non-essential articles, need not be removed, the depreciation due to fair wear and tear upon termination of the tenancy being admitted as a public charge.

2. Where portions of the premises are specially susceptible to damage (e.g. valuable floorings, overmantels, stairtreads, &c.), these portions should be covered up in such a way as to prevent their receiving any damage.

3. Periodical inspections will be made of buildings in air force occupation by a member of the staff of the air or other officer commanding, with a view to bringing to notice any serious damage. Such inspections will be additional to the ordinary inspections by the unit's officers.

4. Brackets or hooks for supporting chemical fire extinguishers or fire buckets will not be fixed in hired premises.

1917. Insurance.—The Air Council does not admit any liability for re-instatement of damage caused by fire or aircraft bombardment, and it is therefore for the landlord to effect such insurance as he may think necessary.

1918. Review of Hirings.—A register of hirings will be kept at the headquarters of the air or other officer commanding, and the necessity for the retention of each hiring will be reviewed periodically.

1919. Meters to be Read.—Before air forces enter into occupation of premises, meters for recording the consumption of water, electricity and gas will be read (where they are provided) by the C.O., and the figures will be agreed upon with the landlord, or his representative, where the landlord is concerned. Readings will similarly be taken when premises are vacated.

1920. Termination of Occupation.—1. In connection with any contemplated movements, special attention will be paid to the notice of termination required under the agreement, and every precaution will be taken that due notice of surrender is always given. Failure to give the required notice may entail expense to the public, for which the officer concerned may be held financially liable.

2. The intended vacation and/or relinquishment of all hired premises in occupation at home stations will be notified through the air or other officer commanding to the Air Ministry, if possible at least two months

Digitized by Google

in advance of the proposed date of vacation, or of the date upon which it is necessary to give the determination notice stipulated by the agreement, in order that the necessary steps may be taken with regard to the stoppage of rate contributions and the eventual surrender of the premises.

1921. Change of Unit.—When an officer takes over hired premises upon vacation by other air forces, he will make himself acquainted with the conditions of tenure, ascertaining especially what notice must be given to terminate the hiring.

1922. Recruiting Depôts—Special Provision.—All action to be taken by the air or other officer commanding as laid down in the preceding paras. of this section will be undertaken by the Inspector of Recruiting as regards recruiting depôts.

1923. Hirings Abroad.—1. The regulations contained in paras. **1910** to **1921** will apply generally to hirings abroad subject to the modifications in clause 2. As regards the office of payment, *see* para. **2913.**

2. Hirings abroad up to a cost of £100 a year may be sanctioned by the air or other officer commanding, subject to the following rules:—

(*a*) If Air Ministry authority exists in respect of a temporary hiring, for a payment higher than £100 in previous years, the same payment may be continued in similar circumstances, provided that the annual cost does not exceed £500.

(*b*) The total cost of hirings must be kept within the narrowest possible limits, to avoid any excess on the sum allotted for rents in the current year's estimates.

(*c*) The hiring must be of ordinary character, and must never be for a period of longer than three years.

(*d*) Any funds required for works services must be arranged for locally, and be within the regulated limits. Expenses of house and other agents in connection with hirings are not admissible.

(*e*) The air or other officer commanding will draw up the agreement which will be signed by him on behalf of the Secretary of State, and by the landlord, before possession is taken. A certified copy will be sent to the officer taking possession.

(*f*) Wherever possible, prior Air Ministry authority should be obtained; and a report will always be made to the Air Ministry, accompanied by copies of agreements or other documents, and covering authority from the Air Ministry obtained in due course.

(*g*) Previous reference to the Air Ministry is necessary in the following circumstances, whatever the rent:—

(i) Where the period is longer than three years.
(ii) Hirings of an unusual nature or requiring legal or expert advice; and
(iii) Hirings in which a rent appreciably in excess of the local market value is asked.

Section III.—Lands.

(*See A.P. 855*)

Digitized by Google

CHAPTER XXV.

MECHANICAL TRANSPORT AND MARINE CRAFT.

SECTION I.—GENERAL.

1950. Definition.—Where the term "service transport" is used in this chapter it shall be held to include both road vehicles and marine craft belonging to the R.A.F. Where the term "service M.T. vehicle" is used it shall be held to include only road vehicles (including steam-driven vehicles) belonging to the R.A.F.

1951. Economy to be Observed.—1. The utmost economy consistent with the real requirements of the service will be observed in the use of service transport, and air or other officers commanding and C.Os. will take steps to ensure that every possible precaution is taken with a view to keep running expenses as low as possible. Economy is equally necessary in—

(*a*) the use of service transport; or

(*b*) the hiring of motor transport of any description; or

(*c*) the issue of motor mileage allowance under paras. **3069** to **3071.**

2. Whenever service transport is used, the smallest powered machine consistent with the duty to be performed will be employed.

3. The use of service transport to convey officers and others to distant railway stations where a better train service is available can be necessary only on rare occasions and should be limited to cases of extreme urgency.

4. In his report of inspection of a unit an air or other officer commanding will state whether economy in the use of transport of every description has been studied and effected.

1952. Use of Public Conveyance where Possible.—Trains, trams, omnibuses or other public means of conveyance must as a general rule be used, unless it is clear that the employment of service transport is more economical; before authorising the use of service transport, a C.O. will satisfy himself that the delay and inconvenience which would otherwise result are such as to justify the extra cost, if any, which is involved.

1953. Visiting Patients.—1. Service transport of the most economical type practicable and available may be used by medical officers and other medical personnel when necessary for the purpose of providing medical attendance, when admissible under Chapter XIX, Section IV.

2. Except as provided in clause 1 and in para. **1484,** clauses 4 and 5, the use of service transport in connection with cases of sickness will be subject to repayment in accordance with para. **1956.**

Digitized by Google

1954. Duty Journeys.—1. Except as provided in paras. **1955** and **1956,** service transport will be used solely on the public service and such runs will be known as " duty journeys."

2. Application for general authority to use service transport for routine " duty journeys " or for the variation or withdrawal of an existing service must be made to the air or other officer commanding through the usual channels. The application will give full particulars of the routine journey and the class of vehicle. Particulars of routine journeys authorised, varied or withdrawn will be promulgated in daily routine orders.

3. Except as may be otherwise specifically provided, persons who are not concerned in the immediate duty on which service transport is engaged will not be conveyed in it.

4. The following examples are instances of journeys considered as " duty journeys ":—

(*a*) *Inspecting officers and Air Ministry officials.*—Service transport, if available, will be provided for inspecting officers and Air Ministry officials visiting a unit and not accommodated at the unit, between the unit and the nearest town possessing suitable hotel accommodation and the nearest railway station. Such officers and officials, when accommodated at the unit they are visiting, are entitled to service transport between the nearest railway station and the unit, and also transport to any other unit or place they require to visit on duty, provided that it is the most reasonable method of making a journey. If not accommodated at the unit, the C.O. of such unit may, at his discretion, provide service transport for such officers and officials desiring to visit some other place on duty. Itineraries of inspecting officers should, however, be arranged on the assumption that the ordinary public facilities for travelling will be utilised.

(*b*) *Works services.*—Service M.T. vehicles may be used for works services, and when necessary the senior local works officer will apply to the C.O. of the station concerned, who will authorise them (if available) to be placed at the disposal of the works officer.

(*c*) *General education scheme.*—Where necessary, service transport may be used in connection with the general education scheme for the conveyance of air force personnel to local education centres provided that—

(i) instruction cannot otherwise be provided efficiently;

(ii) the air or other officer commanding is satisfied that the character of the course and the numbers to attend are such as to justify the use of service transport and that no alternative arrangements which would avoid its use are practicable;

(iii) the education officer of the unit takes steps to ensure that the privilege is not abused, and ascertains by visits at not less than monthly intervals to the authorities of the institutes that the airmen concerned attend regularly and continue to work satisfactorily. Any evidence of abuse or failure to take full advantage of these facilities should be reported at once to the C.O.

Digitized by Google

(*d*) *Conveyance of personnel to and from official quarters.*—Conveyance of a C.O. is admissible between the official residence allotted to him and his unit where this residence is situated at a distance from the unit. Officers or airmen occupying official single quarters situated at a distance of over two miles from their normal place of duty, and qualified married officers or airmen eligible for family allowance who occupy official married quarters similarly situated, may while occupying such quarters, whether voluntarily or otherwise, be allowed conveyance to and from the place of duty for one return journey each working day, always provided that an allowance under para. **3012A** is not more economical.

(*e*) *Deleted.*

(*f*) *Personnel proceeding to church.*—Conveyance of air force personnel proceeding on church parade is admissible where the church is more than two miles from the unit. (The families of air force personnel proceeding to church may be permitted to occupy any spare accommodation on such journeys.)

(*g*) *Representatives of dominion, colonial or foreign governments and their escorts* visiting units or establishments under authority given by the Air Ministry at home, or the air or other officer commanding abroad.

(*h*) *Press representatives* attending events at R.A.F. units by official invitation.

1955. Privileged Use.—1. Service transport may be used on the following occasions, without repayment, notwithstanding the fact that they are not duty journeys:—

(*a*) By air or other officers commanding and C.Os. of stations paying ceremonial visits in their official capacity. Air or other officers commanding (and C.Os. of stations on special occasions authorised by the air or other officer commanding) may be accompanied by their wives on such journeys.

(*b*) By the wife of an air or other officer commanding unaccompanied by her husband paying a ceremonial visit (e.g. the opening of a bazaar).

(*c*) For conveyance to and from the station on Sundays, Good Friday and Christmas Day, of officiating chaplains where they reside at a considerable distance from the station and public transport is not available or cannot be utilised. Under similar conditions for conveyance to and from a station, not more than twice weekly, on week days, of an officiating chaplain for the purpose of visiting personnel under his care, or of carrying out other spiritual duties, provided the runs are authorised by an officer of air rank. (R.A.F. chaplains will be charged at the same rate as other officers travelling by service transport between their residence and their unit.)

(*d*) For conveyance, within a station or its environs, of public or non-public equipment and stores required for R.A.F. boxing meetings, gymnastic displays, and other organised athletic functions which are of a definite training value. Other items (e.g. catering requirements) and also personnel of working parties detailed to handle

Digitized by Google

the equipment may be carried in spare accommodation on such limited journeys, but a larger vehicle must not be employed for this purpose.

2. The following services may be performed without charge in so far as they can be carried out on duly authorised routine runs without deviating from the authorised route or necessitating the employment of additional or larger vehicles:—

(*a*) Collection and delivery of laundry from and to the homes of air force personnel.

(*b*) Transport of R.A.F. tentage, flags and bunting (and other equipment and stores if their issue has been specially authorised by the Air Ministry) between depôts and units in connection with R.A.F. boxing meetings, gymnastic displays, athletic sports and entertainments.

3. (*a*) Service and civilian personnel serving at the station to which the transport belongs, and the families of such personnel, may be permitted to occupy spare seats without charge on duty or duly authorised privilege journeys, but not on instructional runs, provided that—

(i) this concession does not entail deviation from the authorised route or the employment of additional or larger vehicles;

(ii) accommodation is reserved for such passengers before the vehicle leaves the station;

(iii) the total number in the vehicle does not exceed its authorised accommodation.

Those taking advantage of these facilities will do so entirely at their own risk.

(*b*) For distances up to 5 miles, passengers may, subject to the conditions of sub-clause (*a*), be accommodated in the body of a tender, truck or van which is empty. If the distance is over 5 miles, passengers may similarly be carried provided that the body is equipped with benches.

(*c*) Particulars of all passengers will be entered on Form 658 or 925 at the time of its submission to the C.O., or the officer delegated by him, for authorisation.

(*d*) Passengers must be in possession of their identity cards, and, if members of H.M. forces or of the N.A.A.F.I., must travel in uniform. They must have a definite point-to-point journey to perform.

(*e*) Families will be carried only on journeys between the R.A.F. unit concerned and the nearest point on the authorised route to—

(i) the official rail-head, or coach or omnibus station;
or (ii) the nearest reasonable shopping centre.

(*f*) Passengers will not be carried in or on armoured vehicles, vehicles fitted with R.A.F. equipment (such as specialist vehicles), trailers or articulator semi-trailers, or on the platform of lorries without sides, nor will they be carried on the vehicles of M.T. companies or in D.R.L.S. vehicles, which are not permitted to take passengers other than those on duty with the vehicle.

Digitized by Google

(*g*) Lifts to pedestrians on the route, whether members of H.M. forces or civilians, will not be permitted.

(*h*) The concession regarding the use of service transport by personnel will not be extended to the conveyance of goods save in most exceptional circumstances, and then only with the specific consent of the Air Ministry.*

4. When it is impracticable to use service transport for the purposes stated in clauses 1 to 3, travelling expenses or carriage charges in lieu thereof will not be paid from air force funds except as specifically authorised in para. **3014B.**

1956. Repayment Journeys and Services.—1. When no public means of conveyance is available, or the circumstances are such that it cannot be utilised, the C.O. of a unit may exercise his discretion in permitting the following and similar journeys and services, subject to repayment in accordance with the rates laid down from time to time in A.M.Os.:—

(*a*) Conveyance of teams, voluntary bands and other personnel, and equipment and stores in connection with boxing meetings, gymnastic displays, sports and other recreations, functions, or entertainments (except as may be otherwise provided for in para. **1955,** clauses 1 (*d*) and 2 (*b*)).

(*b*) Conveyance of swill, manure and by-products.

(*c*) Conveyance of Soldiers', Sailors' and Airmen's Families Association nurses when visiting the families of air force personnel.

(*d*) *Deleted.*

(*e*) *Deleted.*

(*f*) In connection with the administration of non-public funds (e.g. mess funds).

(*g*) In connection with the purchase of newspapers and periodicals.

(*h*) In connection with non-entitled medical treatment, except as provided in clauses 4 and 5 of para. **1484** and para. **1509,** in which cases transport journeys may be regarded as duty.

(*i*) Conveyance to and from residence of personnel not covered by the provisions of para. **1954.**

(*j*) For messing purposes.

(*k*) Use of motor rollers or mowers in connection with upkeep of recreation and sports grounds, &c.

2. There are at present two types of repayment rates for the use of M.T. by service personnel:—

(*a*) Recreational rates applicable to (*a*) of clause 1 for journeys authorised in connection with organised *service* sports, recreations, etc. All journeys in connection with *privately* organised sports, recreations, etc., will be charged at normal repayment rates.

(*b*) Normal rates applicable to all other cases.

* This regulation need not be regarded as precluding the free conveyance (with prior local permission) of parcels, and other packages light in weight, at owner's risk, provided the use of a larger vehicle or additional mileage is not thereby entailed.

Digitized by Google

3. It must be clearly understood by all concerned that except as provided in clause 4 the occupants of the vehicle on a journey authorised under this para. will be regarded as passengers in a vehicle plying for public hire, and claims for compensation in respect of death or injury to such occupants will be dealt with by the Air Ministry as if they were claims by passengers against the proprietors of such vehicle. Subject to clause 4, therefore, air force personnel and civilians employed under the Air Ministry will not be regarded as on duty, and injury or death arising from the use of service transport under this para. will not be regarded as attributable to service for retired pay, pension or other compensation purposes.

4. The following will, however, be regarded as on duty for pension or compensation purposes:—

The authorised driver (whether airman or civilian).

Medical officers using service transport under para. **1509**, clause 5.

1956A. Conveyance of Children to School.—The conditions under which service transport may be used at home stations for the conveyance of children of air force personnel to and from school are laid down in A.M.Os.

1957. Delivery of Rations.—The use of service transport for the delivery of rations to air force personnel is prohibited except at stations in oversea commands where special arrangements have been approved by the Air Ministry.

1958. Appropriation Restricted.—Service transport will not be appropriated for the sole use of any officer who is not an air or other officer commanding.

1959. Conveyance of Civilian Workmen.—At home, civilian workmen will not be conveyed in service transport without Air Ministry authority. Abroad, the authority of the air or other officer commanding will be required. When service transport is so used adequate precautions will be taken to avoid injury to the workmen, and for service M.T. vehicles the provisions of para. **1992** will apply.

1960. Hirings.—Standing arrangements, agreements, or contracts for the hire of motor vehicles, or marine craft, for service purposes will not be made without Air Ministry approval of the expenditure involved. All hirings in other circumstances, except for short local journeys by taxicab, will require the approval of the air or other officer commanding. Before hiring civil transport, steps must be taken to ensure that military or naval transport is not available. All accounts in respect of hiring of civil transport must be accompanied by a certificate that no assistance could be rendered by the other services within the command.

1961. Precautions against Theft.—The C.O. of a station will issue instructions to prevent the loss, by theft, of service transport or of accessories or components thereof. The instructions should indicate the steps to be taken (e.g. the withdrawal into safe custody of easily removable parts) when the transport is in store, in use, in the garage, or under repair respectively.

Digitized by Google

1962. Fire Tenders, Ambulances and Emergency Motor Boats.—1. Special instructions regarding fire tenders, ambulances and emergency motor boats will be found in paras. **714, 823, 1484** and **1879.**

2. When an ambulance, fire tender or motor boat is standing by on emergency duty the driver, or coxswain, will be given written instructions as to the steps he is to take to ensure that the engine will start up without any delay. These instructions will be kept permanently attached to the dashboard of the vehicle (or other convenient place in a marine craft) and will also be referred to in station standing orders.

1963. *Deleted.*

1964. Private Vehicles and Boats.—1. When suitable accommodation is available on air force premises, an air or other officer commanding may grant permission for the storage therein by officers, airmen, or civilians in Air Ministry employ, living at the station, of privately-owned vehicles or boats. Motor vehicles or boats will not, however, be stored in any building containing R.A.F. equipment or other stores of any description.

2. The use of such accommodation is subject to the following conditions:—

(*a*) Vehicles to be stored at the sole risk of their owners.

(*b*) Buildings to be kept clean and any damage done thereto by occupiers or their employees to be made good.

(*c*) Accommodation to be vacated at any time if required for service purposes.

(*d*) The instructions on Form 1302 regarding motor vehicles to be strictly complied with.

(*e*) Charges to be paid as laid down in clauses 2A and 3.

The privilege of storing motor vehicles in air force premises is liable to be withdrawn at any time and will, at the discretion of the C.O., be withdrawn either permanently or for a specified period if the owner of a motor vehicle is convicted of an offence in respect of the vehicle or has in the opinion of the C.O. driven the vehicle dangerously or improperly. The withdrawal of this privilege will be without prejudice to disciplinary action in respect of an offence.

2A. For the use of garages (not forming part of married quarters specially provided for private motor vehicles the following charges will be made:—

(*a*) Where the cost of the building, including external services and departmental expenses at 15 per cent., is not more than £75 per garage .. 3*s.* a week.

(*b*) Where such cost is more than £75 but not more than £100 per garage .. .. 4*s.* a week.

(*c*) In any other case .. .. As assessed by Air Ministry.

(*d*) Any water or electricity consumed will be paid for in addition at the rates laid down from time to time in A.M.Os.

Digitized by Google

3. (*a*) For the use of other accommodation the following uniform charges will be made in respect of each calendar month during which a vehicle or boat is stored for seven or more nights:—

	s.	*d.*
(i) For vehicles other than cycles, motor cycles or tricars	5	0
(ii) For boats	2	6
(iii) For motor cycles, with or without sidecars, and tricars	2	6

(*b*) If water for washing purposes is drawn from the station supply an additional charge of 1*s.* will be made for water used in washing vehicles under sub-clause (*a*) (i) and (ii). No additional charge will be made in respect of washing vehicles under sub-clause (*a*) (iii).

(*c*) No charge will be made for cycles, or for other vehicles or boats stored for less than seven nights during a month.

4. The accountant officer is responsible for ensuring that the charges are collected and credited to the public in the account of the unit concerned (*see* Chapter XXXV, Section IX).

5. An officer who is entitled to and occupies a group I, II or III quarter which is not provided with a garage or coach house may, if he so desires, store free of charge a motor or other vehicle in a building on the station provided that accommodation can be made available without detriment to the service and without further expenditure from public funds.

6. Form 1302 will be posted in a conspicuous position in any building used for the storage of private motor vehicles.

7. In no circumstances will any examination, repair or other private work in connection with privately-owned vehicles or boats be undertaken in R.A.F. workshops. Such work, which will be invariably done at the parking places authorised in clause 8, may be undertaken by R.A.F. personnel provided it takes place outside normal working hours and the consent of the C.O. has been obtained in writing.

8. C.Os. of stations and units will, where practicable, reserve an area of ground in a suitable position for the parking of private motor or other vehicles. The area reserved will not be in the vicinity of hangars or technical buildings. At stations or units where space is not available for this purpose the fact will be reported to the Air Ministry.

9. All privately-owned vehicles within the station will be parked in the authorised area unless housed in accordance with the provisions of clauses 1 and 2 or in a private garage (*see* para. **1842**), and except at stations where the C.O. has reported that no parking place is available the storage or parking of privately-owned vehicles otherwise will not be permitted.

1965. Legal Enactments to be Observed.—Officers and airmen employed on duties connected with service transport will make themselves acquainted with, and will duly observe, the legal enactments on the subject of the driving, rule of the road at sea, and harbour and other regulations applicable to such transport.

Digitized by Google

SECTION II.—SERVICE TRANSPORT ACCIDENTS.

1975. Accidents to be Reported.—1. The driver of a service vehicle who is involved in any accident, however trivial, whereby damage or injury is caused to any person, vehicle or animal, will, in accordance with the provisions of the Road Traffic Act, 1930, stop his vehicle and give his name, rank, official number and unit and the identification marks of the vehicle, to any person having reasonable grounds for requiring him to do so. If for any reason he does not furnish the required particulars at the time of the accident, he will report the accident to the civil police within 24 hours of its occurrence.

2. The driver will report the facts in writing to his superior officer at the first opportunity after the accident.

1976. Liability of Drivers—Warning.—The C.O. will ensure that every driver of service transport is warned of the possibility of his being held personally responsible for any damage, or injury, resulting from accidents caused by his own negligence or misconduct (*see* paras. **1329** and **1979**). In such cases a penal deduction may be awarded against an airman by his C.O. up to the full amount of the damage caused by the airman's wrongful act or negligence (subject to para. **1151** and to the airman's right to elect trial by court martial), notwithstanding that under the terms of some agreement the Air Ministry is relieved from actual payment of all or a portion of the damage.

1977. Liability not to be admitted.—When service transport is concerned in accidents, on no account will any liability be admitted without Air Ministry authority, and all drivers will be warned to this effect. Save so far as may be required under para. **1975**, clause 1, a driver will make no statement on the circumstances of the accident except in the presence of his C.O.

1978. General Instructions applicable to M.T. Accidents.—1. When a service M.T. vehicle is involved in an accident, every effort will be made to secure the names and addresses of any persons who may have witnessed the occurrence. Where circumstances permit, it is desirable that statements in writing should be taken at the time and signed by those witnesses, whether they are in His Majesty's service or not. If this cannot be done at the time of the occurrence, the witnesses should be communicated with without delay and asked for statements of their knowledge of the occurrence: they should be particularly requested to furnish explicit replies to any doubtful points which it may seem desirable to elucidate.

2. M.T. accidents will be reported to the air or other officer commanding, through the usual channels, when a third party, or the property of a third party, is in any way involved, or when reference to higher authority is necessary under para. **1332**. If the accident has resulted in damage to a civilian vehicle or civilian property or personal injuries to a civilian, para. **1979** will be complied with. If the service M.T. vehicle is damaged, an estimate of the loss involved, prepared in

Digitized by Google

accordance with the instructions in A.P. 830, Vol. I, will accompany the report. In all cases the report will deal specifically with each of the following points:—

(*a*) The date, time and place of the accident.

(*b*) The names of the service driver and his passengers and the number of the service M.T. vehicle.

(*c*) Whether the service driver is authorised to drive.

(*d*) On what official duty he was proceeding at the time of the accident, and by whose orders.

(*e*) The names of all other persons, and the registration number (if any) and description of the other vehicle or vehicles concerned in the accident.

(*f*) The width and general characteristics of the road (e.g. straight or winding, or any side turnings), and the state of its surface.

(*g*) The position and direction of the vehicles concerned, and of any other traffic, illustrated by a sketch, or sketches, showing wheel tracks and giving exact distances, if possible.

(*h*) The estimated speed of the vehicles concerned.

(*j*) If the accident occurred after lighting-up time, what lights the vehicles concerned were carrying.

(*k*) Whether any of the vehicles gave any warning of approach, and whether there was any, and if so what, indication that the warning had been heard.

(*l*) How far apart the vehicles concerned were when they first came into view of one another.

(*m*) What steps were taken, or omitted to be taken, by the parties concerned to avoid the accident.

(*n*) Particulars of the occurrence itself.

(*o*) Whether damage was done to any of the vehicles, or to other property, stating its nature and extent, and whether any person was hurt, and the nature of the injuries.

(*p*) The names and addresses of witnesses, and the statements or testimony made by them.

(*q*) Any material information not already provided for.

3. On receipt of the report referred to in clause 2, the air or other officer commanding will, in dealing with the case, be guided by the provisions of Section I of Chapter XVII and A.P. 830, Vol. I. Where para. **1979** applies, the action which the air or other officer commanding takes will, however, be additional and complementary to the action required by that para.

4. After the first report of an accident, and as soon as the repairs to the M.T. vehicle are completed, a statement showing the actual expenses incurred will be prepared in accordance with the instructions contained in A.P. 830, Vol. I, and forwarded to the air or other officer commanding.

1979. Accidents involving Third Party Claims for Compensation.—1. Third party claims against the R.A.F. may arise as a result of damage done by service transport to vehicles, structures, land, crops, and animals, whether belonging to other government departments or to civilians, and to civilians in the form of personal injury.

Digitized by Google

2. All third party claims for compensation against the R.A.F. will be referred to the Air Ministry for settlement and action taken in accordance with the provisions of this para. and of para. **1978** except that for accidents abroad (excluding India) and in certain commands at home the provisions will be subject to the modifications necessary in consequence of the powers accorded to the A.O.C. to authorise the payment of compensation in certain cases (*see* Appendix VI). If, however, a court of inquiry is held the provisions of para. **1332**, clauses 7 and 8, will be applied. Third party claims arising out of collisions and similar accidents are not normally raised between departments of the home government when the damage to property on either side does not exceed £100 in any one case (*see* Appendix C of A.P. 1508) but those for amounts in excess of the financial powers of A.Os.C. will be reported to the Air Ministry.

3. When an accident occurs involving a non-service vehicle, an inquiry will be made, irrespective of the question of responsibility for the accident, as to whether the owner is insured against damage to his vehicle and third party risks, and the name and address of the insurance company will be reported.

4. Every accident will be investigated promptly by a competent officer, who will report in writing the extent of the damage caused to the non-service vehicle, and the amount necessary to make good such damage. Failure to carry out the investigation promptly may cause difficulty in effecting a settlement or may render it impossible to dispute an apparently excessive claim in respect of repairs or replacements.

5. *Deleted.*

6. When damage is caused to an air force M.T. vehicle in a collision with a non-service vehicle, and there is any reason to believe that the collision has resulted from negligence on the part of the driver of the latter vehicle, a notification on the following lines will be sent by the C.O. of the unit concerned to the driver (or, if he was driving on behalf of an employer, to the driver's employer) with as little delay as possible after the accident:—

"I have to advise you that on.....19....
at .....
a Royal Air Force*.....No. .....
was concerned in an accident in which your*.....
.....was involved.

If it should appear on investigation that this accident was due to the negligent driving of your vehicle, the Air Ministry will hold you responsible for any loss or damage sustained and particulars thereof will be notified to you in due course.

The Government has, however, a large number of agreements with insurance offices of the character of mutual assurance and I shall be glad if you will furnish me with the name and address of your insurance company and particulars of your policy (i.e. comprehensive, full third party, or third party personal injuries only). It

* Insert type of vehicle.

Digitized by Google

may be found that one or other of the claims arising from the accident falls to be dealt with under one of these agreements, in which case this aspect of the matter will be taken up with the insurers direct with a view to its adjustment.

*If you desire to inspect the air force property damaged, it may be seen at .....
on production of this authority."

(*See also* para. **2323** regarding procedure when the accident involves injury to an officer or airman.)

7. When action has been taken under clause 6, a report will be forwarded at once to the Air Ministry, through the usual channels, accompanied by a statement of the preliminary investigation carried out under clause 4 and by information as to the damage caused to the vehicles concerned, in order that the question of claiming against the third party may be pursued.

8. Service transport accidents involving personal injuries will be reported to the Air Ministry immediately after the occurrence, and the report will be accompanied by the fullest possible details available at the time, including information as to whether the injuries were slight or severe, whether the injured person was able to proceed home or was taken there by the air force vehicle, or by some other conveyance, or whether the injuries were sufficiently serious to necessitate removal to hospital and, if so, whether the person was treated and allowed to go home or was detained. For fatal accidents in which service transport causes the death of any person, an immediate report, with all necessary particulars will be forwarded to the Air Ministry and therewith or as soon afterwards as possible, the date, time and place of the inquest will be reported in order that the question of legal representation of the Air Council may be considered. A newspaper report of the inquest will be obtained and forwarded to the Air Ministry directly it is published.

9. Where damage to private structures, or injury to animals, is caused by service transport, a report, showing the approximate extent of the damage and whether a claim is considered probable, will be sent to the Air Ministry on Form 446 as soon as possible after the occurrence by the C.O. of the unit on whose charge is the service transport involved. A copy will be forwarded to the air or other officer commanding for transmission to the chief engineer. Where it appears likely that the case will fall within the powers of settlement of the A.O.C. as provided in clause 2, a copy of the report will not be forwarded to the Air Ministry, but two copies will be forwarded to the A.O.C., who will transmit one copy to the Air Ministry later (together with the more detailed reports and the relative correspondence) in the event of settlement of the case proving to be outside his powers. In the case of damage to private structures the C.O. will, concurrently with his report on Form 446, notify, by telephone if necessary, the local works officer, who will immediately arrange for the inspection of the property and inform the C.O. of the extent of the damage and the estimated cost of repairing it. This information will be included in the detailed report mentioned in clause 11.

* Delete if inapplicable.

Digitized by Google

10. Where it is necessary for an officer or airman or civilian employee to interview a claimant or his representative, care will be taken that no instructions are given by the officer or airman or civilian employee as to commencing or carrying out repairs to a damaged vehicle, or property, and liability is on no account to be admitted.

11. When the initial report of an accident has been made under clause 7, 8 or 9, a more detailed report will be forwarded, through the usual channels, at the earliest possible moment. This report will include any details omitted from the first report and will be accompanied by—

(*a*) a copy of the reports referred to in para. **1978**;

(*b*) the proceedings of the court of inquiry, if one is held under the provisions of para. **1329**;

(*c*) police report;

(*d*) inquest report (where applicable);

(*e*) detailed actual cost of repairs to the service transport (*see* para. **1978**, clause 4) and the estimated cost of repairing any property involved (*see* clause 9);

(*f*) statements of witnesses;

(*g*) the name and address of the insurance company (if any) as required by clause 3; and

(*h*) if the accident is one in which a service M.T. vehicle is involved, the following form of retainer*:—

"Traffic accident at.....
Date of accident .....
Telephone number of defendant's unit.....
I.....do hereby authorise the Air Ministry if they so desire to instruct the Treasury Solicitor† to act on my behalf in any proceedings which may be instituted against me arising out of the above traffic accident. Further, I authorise the Air Ministry and the Treasury Solicitor† to take such action as may be considered proper and generally to do what may be considered necessary in my interests by the Treasury Solicitor† in his capacity as my solicitor and legal adviser, including authority to admit liability if deemed advisable.

Signature .....
Full name.....
Unit .....
No.....
Address.....
Date....."

If delay is likely to occur in procuring one or more of these items, it (or they) will be forwarded separately. It is especially important

* The signing of this retainer is not to be regarded as binding the Air Ministry to defend any action brought by the third party.

† For "Treasury Solicitor" substitute "Solicitor in Scotland to the Air Ministry" or "Chief Crown Solicitor for Northern Ireland", in the cases of accidents occurring in Scotland or Northern Ireland respectively.

Digitized by Google

where personal injury is involved that the Air Ministry should have in its possession without delay the fullest details of the accident.

12. In the event of any claim being received for compensation in respect of any injuries, or damage, caused by any service transport when such transport is being driven by, or is under the control of, any person otherwise than as provided in para. **1989** or **2033**, or when such claim is due to, or based upon, the negligence, or misconduct, of such person, no liability or responsibility will be accepted by the Air Council for any compensation due from, or damages awarded against, the driver of the vehicle, and the Air Council will not be responsible, financially or otherwise, for the legal defence of any such person in either civil or criminal proceedings to which he may be made a party (but *see also* para. **1100** as to legal proceedings).

Section III.—Service M.T. Vehicles.

1985. Logs to be kept.—1. A log book (Form 813) will be kept for every service M.T. vehicle excluding all trailers and electric trucks.

2. Entries will be made in accordance with the instructions contained on the form itself and at the end of each month and/or on transfer of a vehicle, the columns in Form 813 referring to the amount of petrol consumed, number of miles run, average miles a gallon, will be completed by the insertion of monthly totals, &c., extracted from Form 814. The petrol consumption of fire tenders, Hucks starters, motor rollers and tractors will be based on 'hours running of engines.' This procedure will also be followed for ambulances when the mileage run cannot be determined.

3. Demands for Form 813 will be submitted to command headquarters, the completed books accompanying the demands.

4. The log book will be regarded as part of its equipment, and will invariably accompany the vehicle on its transfer from one unit to another. The authority for the transfer will be recorded in the log book.

5. Log books will be inspected and initialled monthly by the C.O. of the unit or some responsible officer appointed by him for the purpose, and will be produced as required for the inspection of the A.O.C., or other inspecting officer (*see also* para. **1999**, clause 5, as to irregular checking of Form 814).

6. The log book of a vehicle disposed of, or written off charge, for any reason will be retained at the unit until such time as the station accounts have been audited for the period during which disposal was effected.

1986. Examination of Logs and Claims.—If, on examination, the log books of M.T. vehicles and the bills or claims for hiring or mileage allowance show that vehicles have been used irregularly or unnecessarily, the officer who authorised such use, or any officer who has acted without proper authorisation, will be held responsible for any avoidable expense involved.

1987. Officer to be Placed in Charge of Transport.—Where there is not any officer specifically posted for transport duties, the C.O. of the station will detail an officer to take charge of the service M.T. vehicles and to act as transport officer and may issue him with a permit to drive.

Digitized by Google

1988. Second Man to be Carried.—1. A C.O. will give directions for a second man to be carried on heavy tenders when he considers that the nature of the load, or other circumstances, make such a proceeding desirable. An unskilled man should be detailed for the purpose.

2. A second man, when carried, will invariably ride in the back of the vehicle to give warning of overtaking vehicles and to safeguard the load carried. His duties will be clearly explained to him before the journey commences.

1989. Persons Authorised to Drive.—Officers and airmen may be given permission at the discretion of the C.O. to drive M.T. vehicles whilst on duty. Written authorisation for each individual to drive each type of vehicle must be obtained from the C.O., who will first satisfy himself that the individual is competent to take charge of the particular type of M.T. vehicle.

1990. Precautions to prevent Damage by Frost.—The C.O. of a unit having M.T. vehicles on charge will ensure that the instructions setting forth the precautions which must be taken to guard against damage by frost are displayed in prominent positions, and he will satisfy himself that they are observed. The driver of each vehicle will be made fully responsible for carrying out these instructions as they affect his own vehicle.

1991. Precautions when on the Highway and in Civilian Garages.—1. A service M.T. vehicle will not be left unattended in a street, or other highway, or in any other place where it is liable to be stolen. Where necessary, in order to ensure the observance of this regulation, a second man must be detailed to accompany the driver.

2. It is undesirable to leave service M.T. vehicles unattended in civilian garages, and only in the most exceptional circumstances occasioned by breakdown is it permissible to do so. On these occasions every precaution should be taken to safeguard the vehicle and its equipment. In ordinary circumstances the driver or second man should be in attendance at all times. A service M.T. vehicle will not in any circumstances be housed in a private garage without the prior authority of the Air Ministry.

3. When the engine of a service M.T. vehicle is stopped and the driver's seat vacated, the gear lever will be placed in the neutral position and the side brake applied. If the side brake is, in the driver's opinion, insufficient, owing to the steepness of the gradient, to hold the vehicle, the wheels will be "chocked."

1992. Carrying Capacity.—1. In order to eliminate, as far as possible, risks of injury to personnel and of damage to service M.T. vehicles, the following table shows the number of personnel that can be accommodated:—

Type of vehicle.	No. of personnel, including driver.	No. of personnel on front seat, including driver.
Heavy Tenders		
Crossley six-wheeler	27	3
Leyland	27	3

Digitized by Google

Light Tenders		
Albion	23	3
Crossley 30 cwt.	15	3
Ford V8 four-wheeler	22	2
Fordson six-wheeler	30	2
Leyland 30 cwt.	15	3
Morris four-wheeler	14	2
Morris six-wheeler	14	2
Light Vans		
Commer	8	2
Hillman	8	2
Singer 5 cwt.	4	2
Trojan	4	2
Touring Cars and Saloons		
All types	5	2
Ambulances		
Albion, Crossley, Morris	4 stretchers or 10 sitting and 1 attendant.	2
Motor Cycle Combination	2	—

2. The following instructions will be observed:—

(*a*) The number of passengers carried will not exceed the actual seating accommodation provided.

(*b*) When vehicles are not fitted with seats, benches, wood, will be provided where the journey will exceed five miles.

(*c*) The authorised carrying capacity of tenders and vans will be clearly painted inside each vehicle on the back of the driver's cab or seat.

(*d*) Passengers will not sit on the side, or upon the edge of the tailboard of tenders, and the doors and tailboard will be properly secured while the vehicle is in motion. Passengers are not permitted to ride on the rear of a float lorry.

(*e*) Riding on the carrier of a motor cycle is forbidden.

1993. Repair.—So far as is possible, all M.T. vehicles will be maintained in running condition by the unit. Repairs beyond the capacity of the unit will be reported on Form 523, through the usual channels.

1993A. Defect Reports.—1. Defect reports in respect of any part of a M.T. vehicle or chassis failing through faulty workmanship, design or material will be rendered, immediately on failure, to the Air Ministry, through the usual channels.

2. The report will give full details of the defect and state in what circumstances the parts became unserviceable.

3. The chassis number of the vehicle, together with the date of expiry of guarantee as shown in the vehicle log book, will be quoted in the report. Where a defective part cannot be definitely stated to be one which was incorporated in the chassis at the time of manufacture this will be stated. Where the defective part has been fitted since the date of manufacture of the vehicle all available data regarding source of supply, mileage run since fitting, etc., will be given.

Digitized by Google

4. (*a*) During the period of the makers' guarantee, repairs or adjustments necessary as a result of faulty workmanship, design or material will not be performed by service personnel or by the makers or their agents without prior sanction from the Air Ministry. In urgent cases, application for repair may be made by signal or postagram.

(*b*) No work of any description will be carried out on new or reconditioned components which have been in use for a brief period or small mileage, or on parts which are known to be under guarantee, without prior reference to the Air Ministry, through the usual channels.

5. The defective parts will be retained at the unit pending disposal instructions.

1994. Modifications.—Modifications to standard M.T. vehicles will be authorised by the Air Ministry. No modifications will be carried out without prior authority, neither is it permissible to introduce any non-standard fittings or items of equipment without Air Ministry authority.

1995. Write-off.—Instructions in regard to the write-off of service M.T. vehicles will be found in A.P. 830, Vol. I.

1996. Identification Numbers.—1. *Deleted.*

2. A vehicle or motor cycle once having been allotted a number will be recognised by that number throughout its life: no change in number will be carried out if the vehicle or motor cycle is returned for repair. When any numbered parts have to be replaced the series number of the vehicle will be stamped on the new parts, as requisite.

3. The numbers stamped on the engine and steering head column of a motor cycle must always agree.

4. P. and M. sidecars will be recognised by the number stamped on the frame at the back of the axle. That number will be painted in white figures, 1½ inches high, inside the small tool locker at the back of the body.

5. The body of the sidecar will at all times bear the number of the chassis to which it is fitted. If a new chassis is fitted, the body number will be amended to agree with the new chassis number. Units will notify the Air Ministry, through the usual channels, of any such change.

6. The identification number of a trailer will be painted on the near side, front end of side member, in white figures on black. No numbers other than the recognised identification number as issued by the Air Ministry will be painted on the trailer.

1997. Description in Official Correspondence.—In all official correspondence, documents and returns relating to service M.T. vehicles the registered number, and chassis number (or engine number of a motor cycle), will be quoted.

1998. *Deleted.*

1999. Requisitioning and Recording Use of Service M.T. Vehicles.—1. The procedure for requisitioning and recording the use of service M.T. vehicles is laid down in the following clauses.

Duty Journeys.

2. Except as provided in clause 3, the driver of a service M.T. vehicle will be given written instructions on Form 658 (application for M.T.) for duty journeys. Form 658 will be signed by the C.O., or he may at his

Digitized by Google

discretion depute another officer (or officers) to authorise duty runs provided that the officer in charge of transport is advised in writing of such authorisation.

3. Form 658 is not required for routine journeys referred to in para. **1954,** clause 2, but the journeys must be entered on Form 814.

4. The officer in charge of transport will maintain Form 814 (daily register of journeys) and will complete the first four columns before issuing instructions to the driver. On the completion of the journey the driver will enter particulars of time of return and mileage on the reverse of the Form 658, sign and return the form to the officer in charge of transport to enable the register entry to be completed. Completed Forms 658 will be retained in the transport office in support of the register entry.

5. The officer in charge of transport will scrutinize Form 814 daily and initial at the foot of each day's runs. If necessary he will refer to the application for transport, and if he considers there is not sufficient information to enable an inspecting officer to identify whether a journey is on duty or repayment, the Form 658 will be sent to the adjutant or C.O. for countersignature. C.Os. will inspect Form 814 at irregular intervals, checking a small percentage of entries and initialling any entries so investigated.

6. In urgency, the officer in charge of transport will act on his own initiative and prepare Form 658, any necessary signatures being obtained later.

7. Journeys performed by M.T. vehicles employed on detached duties* will be recorded in detail on a separate copy of Form 814 by the officer temporarily in charge of transport. At the end of the period of detached duty, or at the end of each month, the separate Forms 814, together with the supporting Forms 658, will be forwarded to the unit on whose charge the M.T. is held, for insertion in the unit's register of M.T. journeys. An entry showing the period of detached duty will be made in the main register under the record of runs of the vehicle concerned.

Journeys on Repayment.

8. Form 793 (application for use of M.T. on repayment) will be held in safe custody by the adjutant, to whom all applications for the use of transport on repayment will be submitted. The C.O. and adjutant only are permitted to authorise the use of M.T. vehicles on repayment.

9. Form 793 will be prepared in triplicate, the original copy being passed to the officer in charge of transport for action and for transmission to the driver who will hand in the form on completion of the journey, and the duplicate copy to the accountant officer for information only, as an indication that a repayment journey has been sanctioned; the triplicate copy will remain in the book and will be available for reference.

10. The officer in charge of transport will complete the appropriate columns of Form 814. On conclusion of the journey the reverse of Form 793 and the entries in Form 814 will be completed, and the Form 793 forwarded to the accountant officer for action in collecting the money due.

11. The accountant officer will enter particulars of all repayment journeys in the register of M.T. journeys on repayment (Form 525).

* For the simplified procedure to be followed when the detached duties are in connection with special exercises, *see* A.M.O. A.63/35.

Digitized by Google

All entries will be supported by the original copy of Form 793; the duplicate will vouch the entry in the cash account. Waiting time will be at the fixed rate laid down in A.M.Os. (*See also* para. **1956.**)

Journeys of Airmen's Children to School.

12. Form 793 will be prepared in triplicate at the beginning of each month and distributed as laid down in clause 9.

13. A nominal roll of the children carried (other than those who may be carried free) will be maintained monthly by the officer in charge of transport in manuscript form, showing the names of the children, the numbers, ranks, and names of parents, dates of journeys, total number of journeys, amounts recoverable, and the total number of children carried.

14. The officer in charge of transport will complete the appropriate columns of Form 814 in respect of daily journeys.

15. At the end of each month Form 793 will be completed by the officer in charge of transport and forwarded together with the nominal roll in original to the accountant officer for recovery of charges as outlined in clause 11 above.

Journeys by motor cars allotted for the personal use of air or other officers commanding.

16. The driver of the car will, on completion of a journey, prepare a Form 658 giving sufficient particulars to enable the nature of the journey to be defined.

17. The particulars on the Form 658 will be extracted to a separate copy of Form 814 which will be inspected and initialled by the air or other officer commanding concerned at the end of each month. Unofficial journeys will be marked "Private" by the air or other officer commanding, and recovery action taken for such journeys in accordance with clause 11. These copies of Form 814 will afterwards be included with the others in the daily register.

Use of motor rollers and mowers, on repayment, in connection with recreation and sports grounds, etc.

18. Form 793 will be prepared in triplicate. The original copy will be passed by the requisitioning unit to the local works officer, who will regard it as a request for the work to be carried out if the machine is available for the purpose. The duplicate copy will be passed by the requisitioning unit to the accountant officer as an indication that a repayment service has been requisitioned. The triplicate copy will remain in the book, and will be available for reference.

19. On completion of the service, the local works officer will insert the necessary details on the back of the original copy of Form 793, and will return it to the accountant officer for completion of repayment action. The receipt in the cash account must be supported by the duplicate Form 793 headed "Repayment Services, Motor Rollers and Mowers."

2000. Transport Passes.—No service vehicle will be permitted to leave an air force station, and no vehicle (service or private) carrying air force property will be permitted to leave an air force station, unless the driver presents to the gate police written authority from the officer i/c M.T. or other officer authorised by the C.O. This authority must specify

Digitized by Google

packages or articles despatched unpacked, and may be in one of several forms, e.g.:—

Form 158 (Convoy note).
" 658 (Duty run).
" 793 (Repayment run).
" 789 (Transport pass).
" 925 (Maintenance unit journey permit).
" 1486 } (Carrier's notes).
" 1488 }
" 603 (Certified as directed in A.P. 830, Vol. I, where purchase of surplus R.A.F. material is concerned).

When possible, non-public vehicles only delivering public or private property at a unit should be escorted from the time of arrival at, to the time of departure from, a station.

2001. Registration and Licensing.—1. All service M.T. vehicles at home will be registered and licensed by the Middlesex County Council. Registration and licensing will be carried out as between No. 4 Maintenance Unit and the County Council, and in no circumstances may other units communicate direct with the Middlesex County Council or any other registration authority at home on this subject.

2. In order to provide for the annual renewal of licences, a return will be rendered on Form 147 direct to No. 4 Maintenance Unit by every unit at home showing every M.T. vehicle actually held on charge, either in use or storage, at midnight on 1st–2nd December. The return should reach No. 4 Maintenance Unit not later than 10th December.

3. Whenever it becomes necessary to register or license a service M.T. vehicle which has not been included in the return referred to in clause 2, the particulars required by the licensing authority will be reported immediately on Form 147 to No. 4 Maintenance Unit. The unit to which a new vehicle, or a vehicle withdrawn from abroad, is allotted will be responsible for taking the action required by this clause.

4. The licence of a vehicle, including a vehicle which is exempt from tax, will be displayed in a holder on the near side, on or adjacent to the wind screen, or in a line with the driver's seat, so as to be visible at all times in daylight to an observer standing on the near side. A vehicle will not be permitted to be on the road unless it is carrying its licence, and care will be taken to see that the registration number marked on the vehicle corresponds with that shown on the licence.

5. When a vehicle is to be despatched to a unit abroad all registration numbers and letters will be entirely obliterated, and the licence card will be forwarded to No. 4 Maintenance Unit for cancellation.

6. (*a*) Immediately instructions are given for a vehicle to be put up for sale, the licence will be forwarded direct to No. 4 Maintenance Unit, the engine number being notified at the same time. The registration book will then be forwarded to the unit concerned, and this book must be handed over to the purchaser with the vehicle. When this has been done, the full name and address of the purchaser must be furnished to No. 4 Maintenance Unit without delay, in order that the Middlesex County Council may be advised of the transfer.

Digitized by Google

(*b*) When vehicles are written off charge in any other circumstances than those referred to in (*a*) above, the licence must be forwarded to No. 4 Maintenance Unit for cancellation.

7. Any change in the registration particulars of a vehicle (e.g. colour, type of body) will be notified to No. 4 Maintenance Unit as and when it occurs.

8. An expired licence will be destroyed at the time of affixing the new licence. A certificate, signed by a responsible officer, to the effect that the expired licence has been destroyed will be forwarded to No. 4 Maintenance Unit, through the A.O.C. the command, within 48 hours of the receipt of a new licence.

9. Registration identification numbers will be carried as follows:—

(*a*) The plate must be so fitted as to be clearly visible from the front or the rear.

(*b*) The ground of the plate must be black, the letters and figures must be white. Except as provided in (*g*) below, the plate must be rectangular.

(*c*) The identification letters may be placed either (i) above the number or (ii) in line with and preceding the number.

(*d*) All letters and figures must be 3½ inches high; every part of every letter and figure must be ⅝ inch broad; and the total width of the space taken by every letter or figure, except those placed as in (*c*) (i), must be 2½ inches.

(*e*) The space between adjoining letters and between adjoining figures must be ½ inch, and there must be a margin between the nearest part of any letter or figure and the top and bottom of the plate of at least ½ inch, and between the nearest part of any letter or figure and the sides of the plate of at least 1 inch.

(*f*) For letters placed as in (*c*) (i), the space between the upper and lower line must be ¾ inch. For letters placed as in (*c*) (ii), the space between the letters and the figures must be 1½ inches.

(*g*) (i) For the front number plate of a motor cycle each of the dimensions mentioned above must be halved and the shape of the plate need not be rectangular so long as the minimum margin between any letter or figure and the top, bottom, and sides of the plate is preserved.

(ii) Rear number plates of motor cycles are to be 9½ in. wide by 6¾ in. high, and the index mark is to be ½ in. above the registration number. All letters and figures are to be 2½ in. high, every part of every letter and figure is to be ⅝ in. broad, and the total width of the space taken by every letter or figure, except the figure 1, is to be 1¾ in. The space between adjoining letters and between adjoining figures is to be ½ in., and there is to be a margin between the nearest part of any letter or figure and the top, bottom and sides of the surface upon which the identification mark is inscribed of at least ½ in.

(*h*) A trailer must bear on the back the same letters and number as that borne by the vehicle to which it is attached.

10. The driver of a M.T. vehicle will be responsible for ensuring that the registration identification letters and numbers carried by his vehicle are not obscured or otherwise rendered indistinguishable.

11. *See also* paras. **2003** and **2458.**

Digitized by Google

2002. General Identification Mark Licences.—1. The use of general identification mark licences on service M.T. vehicles will be governed by the provisions of this para. The use of such licences is restricted to—

(*a*) The Home Aircraft Depôt, Henlow;
(*b*) No. 1 Maintenance Unit, Kidbrooke;
(*c*) The Packing Depôt, Sealand; and
(*d*) No. 4 Maintenance Unit, Ruislip.

2. Such licences may be used on service M.T. vehicles to cover any journeys other than journeys on repayment.

3. A record of each journey undertaken by a vehicle bearing a general identification mark plate will be kept in the log book of the vehicle concerned as laid down in para. **1985,** the number of the general identification mark licence used being inserted against the record of the journey.

2003. Loss of Exempt M.T. Licences.—When the exempt licence of a R.A.F. M.T. vehicle has been lost, a duplicate will be immediately applied for direct to No. 4 Maintenance Unit, Ruislip, by telegram in which details of the lost licence and the locality in which the loss occurred will also be given. A full investigation into the loss will be made by the C.O. of the unit concerned and a report made to the A.O.C.

2003A. Loss of M.T. Licence Holders.—1. The loss of M.T. licence holders by service personnel will be dealt with in accordance with Section 138 (4), Air Force Act, and by civilian personnel, in accordance with A.P. 826.

2. Civilian drivers will be warned of their liability in this respect upon being first employed.

2004. Lights.—1. All M.T. vehicles, when in use during the hours of darkness as defined below, will carry the lights required by law:—

(*a*) *During the period of "summer time."*—Between one hour after sunset and one hour before sunrise.

(*b*) *During the remainder of the year.*—Between half-an-hour after sunset and half-an-hour before sunrise.

2. Where the police consider that an offence under the Road Transport Lighting Act, 1927, has been committed by the driver of, or an officer responsible for, a service vehicle, they will forward full particulars without delay to the C.O. of the individual or individuals concerned, with a request that the individual actually responsible for the alleged offence shall be named in accordance with Section 14 (2) of the Act.

3. Unless the alleged offence was due to disregard of instructions by the driver or other subordinate, the C.O. will normally name the officer in charge of transport, this latter officer being responsible that all vehicles comply with the requirements of the Act, or regulations made thereunder, before they go on the road.

4. It is important that in every instance the C.O. should name some person to answer the charge, even if the alleged offence is denied.

2005. Weights and R.A.F. Sign to be Painted on.—1. As well as carrying registration numbers at home, all service M.T. vehicles at home and abroad will be marked with the sign "R.A.F.," and the weights as required by law. These marks will be shown as follows:—

Digitized by Google

(*a*) For heavy tenders, light tenders, ambulances and fire tenders:—
Weights .. .. At bottom of offside of cab.
R.A.F. .. .. In central position on both sides of body for heavy tenders, and top centre of cab sides for other tenders.

(*b*) For touring cars and landaulettes:—
R.A.F. in letters 1½ inches high on the right-hand side of dashboard.

(*c*) For motor cycles:—
R.A.F. sign on each side of petrol tank.

(*d*) For sidecars:—
R.A.F. sign in the centre of the near side of body of sidecar.

(*e*) For trailers:—
Weights .. .. On offside, front end of side frame.
R.A.F. .. .. On each side in centre of side frame.

2. Weights will be painted in white on a black ground and the figures and letters will not be less than one inch in height.

2006. Driving Licences.—1. Every R.A.F. service or civilian M.T. driver in Great Britain must be in possession of a current county council driving licence. This licence must be carried at all times when driving or under driving instruction on the public road. The preliminary driving tests of recruits will be carried out within the precincts of the camp.

2. The C.O. is responsible that every driver under his command is in possession of a licence and that a licence which is still required is renewed as soon as it expires.

3. The cost of airmen's licences and their renewal will be chargeable against air force funds and will be paid by the accountant officer.

2007. Speed.—The speed of service M.T. vehicles in Great Britain will be governed by the Ministry of Transport regulations and any regulations made by local authorities as published from time to time. C.Os. will, therefore, take steps to make themselves and officers and airmen under their command acquainted with all such regulations.

2008. Traffic Restrictions to be Observed.—Regulations made by the county or other local authorities prohibiting the use of certain roads and bridges by vehicles of a specified type or weight will be observed by drivers of service M.T. vehicles.

2008A. Wearing of Hobnailed Boots by M.T. Drivers.—The wearing of hobnailed boots by R.A.F. service or civilian drivers when driving M.T. vehicles is prohibited.

2009. Payment of Fines.—The driver of a service M.T. vehicle is personally responsible for the payment of fines inflicted by civil courts for any offence against the ordinary law of the land, whether the offence was committed whilst on duty or otherwise. An officer or airman who gives instructions to a driver which result in such an offence being committed is liable to prosecution for aiding and abetting in the commission of the offence.

2010. Motor Lawn Mowers and Rollers.—When to be Registered.—Motor lawn mowers and rollers will not be registered unless it is necessary for them to proceed along public roads.

Digitized by Google

SECTION IV.—MARINE CRAFT.

2013. Marine Craft Accidents.—1. Immediately upon the occurrence of a collision between a R.A.F. marine craft and a privately-owned vessel, whether in home waters or elsewhere, the matter will be reported by telephone or telegram to the air or other officer commanding who will advise the Air Ministry by telegram (repeated to the Treasury Solicitor—telegraphic address "PROCTOREX, LONDON"—so that he may take any action necessary under clauses 10, 11 and 12). The telegram from the air or other officer commanding will state, so far as possible, whether the other vessel is considered to be at fault; where she is to be found, and up to what date; her port of registry; her owner's name and address; and furnishing a rough preliminary estimate of the cost of, and time required for, repairs to the R.A.F. marine craft, or alternatively, indicating whether the damage is considered to be serious. The telegraphic report must be followed without delay by a full written report, supported by such statements in detail from the officers and crew as the air or other officer commanding may consider desirable, of the circumstances of the occurrence, and dealing especially with the following points, so far as they may be applicable:—

(*a*) The time and place of collision.
(*b*) The direction and force of the wind.
(*c*) The state of the weather.
(*d*) The state and force of the tide.
(*e*) (i) Whether the R.A.F. marine craft was at anchor or under way.
(ii) If under way, the course and speed of the R.A.F. marine craft when the other vessel was first seen, also any subsequent alteration in course and speed.
(*f*) (i) Whether the other vessel was at anchor or under way.
(ii) If under way, the estimated course and speed and any subsequent alteration in course or apparent speed.
(*g*) The lights (if any) carried by the R.A.F. marine craft.
(*h*) The time when the other vessel was first seen.
(*i*) The distance and bearing of the other vessel when first seen.
(*j*) The lights (if any) of the other vessel which were first seen.
(*k*) Whether any lights of the other vessel, other than those first seen, came into view before the collision.
(*l*) What sound signals (if any) were given, and when,
(i) by the R.A.F. marine craft; and
(ii) by the other vessel.
(*m*) What measures were taken on board the R.A.F. marine craft, and when, to avoid the collision.
(*n*) The parts of each vessel which first came into contact.
(*o*) Whether either ship was in tow or in charge of a pilot.
(*p*) (i) What acts of negligence (if any) are alleged to have been committed by the other vessel.
(ii) Whether blame is attributable to those on board the R.A.F. marine craft, and, if so, to whom, and in what respect.
(*q*) If the collision occurred between sunset and sunrise, whether by observation of witnesses the position, brilliancy, etc., of the lights carried by each vessel complied with the Collision Regulations,

Digitized by Google

and whether any of them were obscured by rigging or other obstructions in the direction from which the vessel under way approached. The positions of the lights of each vessel should be indicated as far as possible.

(*r*) If sound signals are involved, whether in fog or otherwise, information by observation of witnesses as to the efficiency of the apparatus on each vessel for the making of the proper signals.

(*s*) Whether the craft is unseaworthy.

(*t*) An approximate estimate of the cost of making good the damage done to the R.A.F. marine craft and the time required for repairs.

(*u*) Similar information to that at (*s*) and (*t*) should be given, where practicable, in regard to the other vessel.

The report should be accompanied, whenever possible, by a plan or tracing from the chart to illustrate the courses and direction of advance, the movements of the two vessels, and any other information likely to be of value in enabling a decision as to liability to be reached. The details called for in this clause are required solely for the information of the Air Ministry and their legal advisers, and will not in any circumstances be communicated to other parties. If all the required particulars cannot be furnished promptly the report should not be delayed, but any information that has been omitted should be sent as soon as possible afterwards. Every effort should be made to secure the names and addresses of independent eye-witnesses, or the names of other vessels in the immediate vicinity whose officers or crew may have witnessed the occurrence, with, if practicable, signed statements of such independent witnesses.

2. A careful note should be made of the foregoing details whenever a R.A.F. marine craft comes into such close proximity to another vessel that there is the possibility of damage having been done and a claim being put forward on behalf of the other vessel.

3. Whenever a collision or narrow escape from a collision occurs, in such circumstances that a claim might arise, care should be taken to preserve the ship's log book, deck log, and all engine room registers, navigating officer's note book, and the charts by which the R.A.F. marine craft was being navigated at the time. Entries in log books, registers or records will not be erased, but if correction is found to be necessary the entry should be crossed through so that both the original entry and the correction may be apparent, and the alteration initialled by a responsible officer. Subsequent marking or amendment of a working chart should not, in any circumstances, be made.

4. When collisions occur or are alleged to have occurred, it is of great importance that the damage caused or alleged so to have been caused to both ships shall be surveyed at the earliest possible moment by some competent person who can describe the damage and give some indication of the cost of repairing the same. Such reports of surveys should be forwarded to the Air Ministry and should be accompanied by diagrams showing in detail the nature of the damage surveyed, together with photographs when practicable, and all information which will enable the angle of the blow and the direction and force of the impact to be determined. These particulars are required for the information of the Air Ministry and their legal advisers only, and should not in any

Digitized by Google

circumstances be supplied to the owners of the other vessel, but the owners' representatives will be afforded all reasonable opportunities for surveying the damage done to the R.A.F. marine craft in order that they may assess the costs of repairs. These surveys should be made even when it is believed that the blame for the accident rests entirely upon the other vessel. If the collision occurs in a dockyard port, or near a naval dockyard, the superintendent of the dockyard should at once be informed so that if considered necessary or desirable he may give assistance on behalf of the Air Ministry in connection with survey and/or repair. Immediate arrangements for survey of the R.A.F. craft and arrangements for carrying out the necessary repairs will be made by the Air Ministry in home waters and by A.Os.C. overseas. Arrangements for the immediate survey of the other vessel will be made by the Air Ministry at home and A.Os.C. overseas. In instances where the evidence of a surveyor accustomed to dealing with collision litigation is necessary, the Treasury Solicitor at home will be asked to arrange a survey of both craft, instructing the surveyor to forward a report of his survey with a copy to the Air Ministry. Under similar conditions overseas the A.O.C. will arrange for the services of a suitable surveyor and forward a copy of his report to the Air Ministry.

5. It is important that, in order to avoid the suggestion of an admission of liability or the waiver of any legal right, it should be made clear in all communications with the owners or representatives of the other vessel in regard to surveys or otherwise in relation to the collision that the action in question is being taken "without prejudice."*

6. With a view to ensuring that the owners of the other vessel shall be informed when the survey of the R.A.F. marine craft by their representative can take place, the following instructions will be observed:—

(*a*) If the R.A.F. marine craft which is damaged has to proceed at once to a naval dockyard for repair, and it is more convenient for the survey to take place there, the superintendent of the dockyard should be requested to make arrangements with the owners for the survey of the other vessel, if the latter is in the neighbourhood of the dockyard. Whenever it is necessary for the R.A.F. marine craft to proceed to a dockyard for the repair of damage due to collision, it is desirable that the C.O. or the coxswain of the R.A.F. marine craft should inform the superintendent of the dockyard and the Air Ministry of any correspondence that has passed between him and the owners of the other vessel, and whether or not any survey has already been made of either vessel. The superintendent of the dockyard will then be in a position to take all necessary steps in regard to surveys, and to arrange as may be necessary with the C.O. for the attendance of an officer able to point out the collision damage. Where it is desirable that the survey of under-water damage should be postponed until the next periodical docking of the R.A.F. marine craft, the C.O. will inform the owners of the other vessel accordingly, and that further definite arrangements will be made by the dockyard concerned. He will also inform the superintendent of the dockyard of the arrangements made with the owners of the other vessel, giving the latter's name and address.

* These words imply that the action proposed to be taken does not involve any acceptance of liability.

Digitized by Google

(*b*) If the R.A.F. marine craft which is damaged has to proceed to a commercial port or R.A.F. unit for repairs, the same procedure should be followed as in (*a*) all the arrangements being made by the air or other officer commanding.

7. Whenever a collision occurs and it appears that the other ship may be liable to make good either wholly or in part the damage occasioned thereby, complete lists of all R.A.F. armament, victualling and medical stores, lost or damaged as a consequence of the collision or while effecting repairs, will be prepared at the earliest possible moment and sent to the dockyard at which the ship is being repaired, or in other cases to the Air Ministry. These lists need not be valued, but should be accompanied by a statement giving the proportion of the original value at the time of loss. A valued list of private effects lost or damaged should also be forwarded. A detailed statement of the cost of any repairs effected to either ship by the ship's staff should accompany these lists.

8. Similar action in all respects both as to reports and as to surveys should (so far as applicable) be taken when damage has been caused by a R.A.F. marine craft to docks, wharves, piers, jetties, &c., either privately-owned or controlled by any other government department, or by a privately-owned vessel to piers, jetties or works of any kind owned or occupied by the Air Ministry. The air or other officer commanding should make use of the services of an officer of the Works Directorate, whenever one is available in the district, for the purposes of the survey of damage to docks, wharves, &c.

9. A.Os.C. are authorised to settle small claims for compensation for damage up to the amounts laid down in Appendix VI, and the foregoing instructions are not intended to interfere with this authority. Local settlement will be limited to cases in which the following conditions are fulfilled:—

(*a*) The liability of the R.A.F. marine craft is clearly established.

(*b*) The damage has been duly surveyed.

(*c*) The claim does not include items for personal injury, or for the loss of use or detention of a ship or vessel.

(*d*) The payment in settlement does not exceed the maximum sum for which a private shipowner would be liable under the Merchant Shipping Acts, i.e. generally speaking, an amount assessed at the rate of £8 a ton on the registered tonnage of the wrong-doing vessel with the addition of engine room space deducted for the purpose of arriving at that tonnage. When any question of limitation of liability is likely to be involved local settlement will not be made, the circumstances being reported to the Air Ministry.

A detailed report should be furnished after every settlement, which should indicate whether the question of disciplinary action has been considered and with what result. Except as provided above, there should not be any acceptance of liability without Air Ministry authority and, except in extreme cases, to save life or to avert further serious damage to ship or cargo, no steps should be taken to effect repairs to the other ship, &c., nor should anything be done which may be construed into an admission of liability until orders from the Air Ministry have been received. A coxswain will, however, furnish his name, rank, official number and unit when called upon to do so by proper authority, but he will not make any

Digitized by Google

statement on the circumstances of the accident except in the presence of his C.O.

10. When the Treasury Solicitor considers it necessary for the purpose of civil proceedings, he will make arrangements direct with the C.O. for a representative to visit the ship to obtain information and evidence whilst the events are still fresh in the minds of witnesses.

11. Any ship, other than a ship owned by a foreign State, that has caused injury to any ship or other property of His Majesty may be arrested through the established legal procedure by the proper officer of any court having jurisdiction, and the requisite steps to this end will be taken by the Treasury Solicitor direct or through agents he may appoint for the purpose. Subject to para. **1100,** legal proceedings should not be taken or authorised in any court by any officer, either at home or abroad, without the sanction of the Air Ministry.

12. The purpose of detention or arrest of a ship anywhere is to obtain security to meet the claim of the Air Ministry, but if prompt notice of the casualty is given to the Air Ministry and to the Treasury Solicitor security can usually be obtained by the Solicitor by agreed bail. Where, however, it is found essential in cases of special urgency for officers abroad to fix the amount for which security is required, regard must be had to the possibility that the claim will include charges for the loss of use of the R.A.F. marine craft, the pay and allowances of the officers and crew during the period of such loss of use, and charges for the use of the dock, plant, &c., and when the security is given by way of sureties the officers should be satisfied as to the stability of the sureties proposed.

13. When collision occurs with any other R.A.F. marine craft or ships in the service of other government departments, the procedure laid down in clause 1 will be followed.

14. The C.O. will ensure that every coxswain is warned of the possibility of his being held personally responsible for any damage or injury resulting from accidents caused by his own negligence or misconduct (*see* paras. **1329** and **1979**). In such cases a penal deduction may be awarded against an airman by his C.O. up to the full amount of the damage caused by his wrongful act or negligence (subject to para. **1151** and to the airman's right to elect trial by court martial) notwithstanding that by reason of agreement with the persons damaged or injured or otherwise the Air Ministry is under no liability for the payment of the claim.

15. As regards accidents involving third party claims for compensation, the regulations laid down in para. **1979** in respect of service transport will be applied as far as possible.

16. Claims for salvage of marine craft will be dealt with in the manner prescribed for the salvage of aircraft in para. **745.** In forwarding the claim, the air or other officer commanding will add his recommendation, where he feels he is in a position to make one, as to the amount which should be offered in settlement.

17. After the report of any accident in accordance with the foregoing clauses, and as soon as the repairs to the marine craft or other R.A.F. equipment are completed, a statement showing the actual expenses incurred will be prepared as instructed in A.P. 830, Vol. I, and the prescribed action will be taken to write off the loss involved.

Digitized by Google

2014. Functions of Marine Craft.—The functions of marine craft for air force purposes are confined to the following duties:—

(*a*) *Normal seaplane station work.*—This work will be carried out entirely by air force personnel and marine craft, and will include towing and refuelling and general attendance on seaplanes and amphibians, transport of personnel and stores over short distances in harbours or enclosed waters, and provision of lighters for overhauling large flying boats.

(*b*) *Transport of aircraft between H.M. ships and air force units.*—The R.A.F. is responsible for providing and manning the necessary craft for the transport of aircraft. Where power-propelled craft are not available, an application for towage to be supplied by the Admiralty will be made to the local commander-in-chief or senior naval officer.

(*c*) *Patrolling air routes, and casual requirements.*—On occasions coming under this heading, when no suitable air force marine craft is available, an application for transmission to the Admiralty will be forwarded, through the usual channels, to the Air Ministry, except in urgent cases when application will be made to the local commander-in-chief or senior naval officer direct. All such exceptions will, however, be reported to the Air Ministry as early as possible afterwards.

2015. Establishment.—1. An establishment of marine craft is laid down for each unit requiring it. Any application for alteration of establishment will be made to the Air Ministry through the usual channels.

2. Except in urgent circumstances, and then only on the authority of the air or other officer commanding, craft once allotted will not be redistributed amongst units. Any redistribution which is made under this clause will be reported to the Air Ministry without delay.

2016. Supply of Spares.—Marine craft spares will be demanded as laid down in A.P. 830.

2017. Safe Custody.—1. Motor boats in use are not in any circumstances to be left unguarded and when in store or under repair, special precautions are to be taken to ensure their safety.

2. When in the opinion of the C.O. the place in which they are kept is not secure against theft, all loose and easily removable articles of equipment are to be dismantled and placed in safe custody, special care being taken for the security of magnetos and other parts which from their nature are liable to theft.

3. An officer will be detailed to act as officer in charge of marine craft.

2018. *Deleted.*

2019. Precautions against Fire and Damage by Frost.—1. All possible precautions will be taken against fire. In particular the following regulations will be observed:—

(*a*) Motor boats fitted with engines adapted to run on paraffin will not on any account be run on petrol except for starting. Spare tins of petrol for this purpose may be carried on extended journeys, with the approval of the C.O. In special circumstances application may be made to the Air Ministry to run such craft on a mixture of petrol and paraffin.

Digitized by Google

(*b*) The greatest care will be exercised in filling tanks to avoid spilling any of the spirit or oil.

(*c*) Bilges will be inspected and cleaned out daily, or more frequently if necessary. Special attention will be paid to locating any cause of leakage of petrol or oil. Ventilation and free circulating of air are essential to prevent the accumulation of petrol vapour.

(*d*) Gauze covers will be fitted over the open ends of air induction pipes.

(*e*) Fire extinguishers will be carried according to the scale laid down for the particular type of craft concerned.

2. The officer i/c marine craft will issue any instructions necessary to avoid damage to engines of marine craft during frost.

3. All regulations with regard to precautions against fire and damage by frost will be included in a set of "Standing Orders for Marine Craft."

2020. Paintwork and Identification Numbers, etc.—1. All R.A.F. power-driven marine craft will be painted as follows, decks and rubbing strakes being left bare:—

	Home and Mediterranean Commands.	*In tropical waters.*
Hulls	Black	White
Upper deck woodwork at present painted, including hoods, dodgers, funnels, ventilators, masts, etc.	Battleship grey	White
Deckhouses and upper deck woodwork at present varnished.	Copal varnish	Copal varnish
Water-line	2-inch white band	2-inch black band
Below water-line	Solution, anti-fouling red	Solution, anti-fouling red

2. The R.A.F. identification marks, letters and numbers will be painted close up under the rubbing strake on each side of the stem on all R.A.F. marine craft. The letters and numbers will be white on black hulls, and black on white hulls, in block letters and figures of the following sizes:—

	Marks.	Letters and Numbers.
Pulling boats and motor boats up to 20′	4″ diam.	4″ high.
Whalers and motor boats up to 30′	6″ diam.	6″ high.
Motor boats and refuellers up to 50′	9″ diam.	9″ high.
Pinnaces and launches over 50′	18″ diam.	18″ high.
Lighters and barges	15″ diam.	15″ high.

3. *Deleted.*

4. The identification letter and number will always be quoted in correspondence, documents, or returns relating to the craft.

2021. Speed.—Except in emergencies, or when carrying out official trials, marine craft will not exceed their most economical cruising speeds. When proceeding in confined waters, speed will always be reduced as much as possible to avoid excessive wash.

2022. Equipment when Attending on Aircraft.—The equipment to be carried by the duty motor boat, when attending on aircraft, is laid down

Digitized by Google

in A.P. 830, Vol. III, Scale H.9. All power-driven boats, 35 feet and over, used for passenger carrying are to be fitted so that stretchers can be used for carrying injured personnel in a seaway.

2023. Log Books.—1. Instructions for the opening, upkeep, and disposal of marine craft log books will be found in A.P. 1464, Vol. II, leaflet F.9.—W.

2 to 6. *Deleted.*

7. If on examination the log books of marine craft show that such craft have been used unnecessarily, the officer who authorised such will be held responsible for any avoidable expense involved.

2024. Records.—The following documents will be regarded as the "records" of each power-driven craft, and will be handed over with the craft:—

Copy of official trial.
General arrangement plan.
Coxswain's log.
Engine log.
Signal log.

The absence of any of these documents will be notified on the official receipt form.

2025. Alterations.—On no account will structural alterations or additions, or alterations to fittings, be made without prior Air Ministry sanction.

2026. Repairs and Overhauls.—1. Units are responsible for the execution of small repairs and adjustments, and for the general maintenance of marine craft in a running condition.

2. Extensive repairs, general overhauls and the refitting of marine craft will be undertaken either by the Admiralty or by private firms under contracts placed by the Air Ministry.

3. The following arrangements for facilitating the reconditioning of R.A.F. marine craft have been made with the Admiralty:—

(*a*) The nearest R.A.F. headquarters or unit will ascertain direct from the admiral/captain superintendent of the H.M. dockyard concerned when repairs to marine craft in need of reconditioning can be undertaken and the length of time necessary to complete the work. In order to avoid the possibility of craft lying idle until the necessary local arrangements for their repair can be concluded, attention is drawn to the necessity of communicating with the dockyard some time before the boats are likely to become unserviceable.

(*b*) If the arrangements suggested by the dockyard are considered satisfactory, defect lists (Form 1024) are to be prepared in triplicate for each craft. One copy of the list is to be sent to H.M. dockyard concerned, the duplicate copy is to be retained by the R.A.F. headquarters or unit for reference, and the triplicate copy is to be forwarded, with a report on the arrangements made locally for repair of the craft, to the Air Ministry for approval.

Digitized by Google

(*c*) If a dockyard is unable to undertake and complete the reconditioning of marine craft within the period for which they can be released by a unit, a report is to be rendered immediately, through the usual channels, to the Air Ministry, and arrangements will be made for the work to be carried out by contractors.

4. If due care is paid to maintenance, motor-driven craft should not normally require to be refitted more than once a year. No period is fixed for other craft, which must receive attention as requisite.

2027. Write-off or Strike-off.—Instructions regarding the procedure to be followed when a question as to the write-off or strike-off of a marine craft arises will be found in A.P. 830, Vol. I.

2028. Moorings.—1. The periodical raising of seaplane, marine craft and bombing range moorings for examination and maintenance will be carried out by contract or by the Admiralty as a repayment service under arrangements made, for home units and outstations, by the Air Ministry and, for oversea units and outstations, by the A.Os.C.

2. To facilitate the procedure when the work is carried out by the Admiralty, the R.A.F. unit accounting for the moorings will communicate direct with the admiral/captain superintendent of H.M. dockyard concerned and arrange a convenient date for the work to be undertaken, notifying the Air Ministry of the date arranged.

3. No alterations or additions will be made to existing moorings without the approval of the Air Ministry.

4. Instructions regarding the maintenance, etc., of moorings are given in A.P. 1464, Vol. II, and regarding accounting, in A.P. 830, Vol. I.

2029. Carrying Capacity.—1. The maximum number of men, including crew, to be carried in motor boats in perfectly calm weather is indicated in the following scale:—

Type of boat.	No. of men to be carried.	Mean draught not to exceed
63′/70′ High speed launch	56	3′ 0″
60′ Pinnace	70	3′ 0″
56′ Pinnace	70	3′ 10½″
45′ Refueller	14	3′ 3″
40′ Refueller	8	3′ 3″
37′/40′ Seaplane tender	28	2′ 1″
33′ Bomb scow	4	2′ 3″
31′ Bomb scow	4	1′ 7½″
22′/24′ Marine tender	14	2′ 0″
16′/18′ Inboard dinghy	6	1′ 6″

2. When the weather is not perfectly calm the number of passengers to be carried will be reduced at the discretion of the C.O. of the unit where the boats are held on charge. In the absence of the C.O. the reduction in the number of passengers will be left to the discretion of the senior air force officer present or to the motor boat's coxswain if no officer is available.

Digitized by Google

2030. Provision of Life-saving Appliances.—1. Life-saving appliances for all motor boats held on charge of air force units will be provided in accordance with A.P. 830, Vol. III, Scale H 9.

2. Signal pistols and ammunition will be stored in a weather-proof locker close to and in full view of the steering position of the motor boat.

3. Cork lifebuoys will always be stowed on deck so as to be accessible in case of need. One cork lifebuoy in each motor boat (except refuelling boats) will be fitted with a phosphide of calcium light and inspected daily.

4. The life-jackets or life-saving waistcoats in R.A.F. marine craft will be stowed in the positions indicated below:—

63'/70' High speed launch	In forepeak and officers', N.C.Os'. and crew's quarters.
60' Pinnace	In forecastle and main cabin.
56' Pinnace	In forecastle, cabin and after well.
Refueller	In forecastle.
Armoured target boat	In crew space.
Seaplane tender	In cabin.
Marine tender	In cabin.
Bomb scow	In engine well.
Inboard dinghy	Inboard.

2031. Requisitioning and Recording Journeys.—The procedure for requisitioning marine craft for duty or repayment journeys and for recording journeys on repayment (Form 525) will be similar to that laid down in para. **1999** for service M.T. vehicles. Form 814 will be used for recording each day journeys performed by marine craft and the consumption of petrol and running time. The total hours run and the average consumption of petrol per hour will be entered monthly in the coxswain's log book.

2032. *Deleted.*

2033. Command of Marine Craft under Way.—1. Only such officers, airmen or civilians as hold the qualifications laid down in clause 2 will be permitted to have charge of marine craft when under way.

2. (*a*) The qualifications essential for the command of twin screw marine craft of 56 feet in length or above and similar type, also all marine craft proceeding alone on coastwise or on long sea voyages, will be the holding of a 1st Class Coxswain's Certificate, a R.N. Watch-keeping Certificate, a Master's or Mate's or 2nd Mate's Board of Trade Certificate.

(*b*) All marine craft (except those types specified in (*a*) above) when employed in the vicinity of a base may be put in charge of a 2nd class coxswain. In the case, however, of motor dinghies, dumb dinghies and marine tenders up to 24 feet in length, airmen not holding a coxswain's certificate may be put in charge.

2034. Board of Trade Regulations.—All coxswains of marine craft must be fully acquainted with the Board of Trade regulations with regard to the "Rules of the Road" for the prevention of collision at sea. These regulations must be adhered to at all times. The officer in charge of marine craft will ensure that all marine craft are fully equipped with the prescribed lanterns and sound apparatus, which

Digitized by Google

must be in efficient working order. He will also ensure that each craft carries a supply of pyrotechnics of a suitable type for use as distress signals.

2035. Sailing Orders for Marine Craft.—Before a marine craft proceeds to sea on a passage, sailing orders will be issued by the C.O. to the officer in command of the craft. These sailing orders will normally take the following form:—

SAILING ORDERS—MOTOR BOAT NO.....

1. Being in all respects ready for sea, Motor Boat No..... under the command of.....is to leave at..... on....., or as soon after this date as weather conditions permit, and proceed at economical speed to.....

2. .....is to use his discretion as regards putting into harbour for the night or in the event of bad weather.

3. A departure signal is to be made to.....and an arrival signal to.....by land line, and, if wireless is carried, communication is to be established and maintained with convenient air force units during the voyage.

In the event of the craft having to put into an intermediate port, the usual arrival and departure signals are to be sent to..... by land line.

4. The crew will take the unexpired portion of the day's rations, and will draw subsistence allowance for the period of the voyage.

5. On arrival at.....the officer in command is to report to.....

Read and understood.
(Signed) .....
Officer in Command of M.B. No.....

Addressed to .....
Copy to .....

Digitized by Google

CHAPTER XXVI.

CIVIL AVIATION.

2036. Use of Air Force Aerodromes.—1. In addition to cases of distress or real emergency (*see* para. **2044**) civil aircraft will be allowed, where the exigencies of the service permit, to make use of all R.A.F. aerodromes, excepting such as may be notified as specially restricted, subject to the conditions contained in this chapter—

(*a*) for refuelling in the course of journeys where no other convenient facilities exist;

(*b*) for the landing of passengers and freight proceeding to a destination near the aerodrome concerned in cases where no civil aerodrome is available.

Notice of intention to use R.A.F. aerodromes for the purpose stated in (*a*) and/or (*b*) above should be given in advance to the C.O.

2. A list of air stations (showing the special restrictions where applicable) is given in "The Air Pilot" and will be amended when necessary in the monthly supplements to "The Air Pilot."

3. In the following cases only and subject to the conditions hereinafter mentioned, civil aircraft will be allowed, where the exigencies of the service permit, to make use of housing space at air force aerodromes other than those notified as specially restricted:—

(*a*) In special cases where some unavoidable circumstance prevents the aircraft being flown away the same day, for periods up to 24 hours at the discretion of the C.O.

(*b*) In case of damage, until the aircraft can be flown away, but only for such reasonable period as is necessary to repair the aircraft.

(*c*) In exceptional and very special cases only, for a continuous period exceeding 24 hours subject to permission being granted by the Air Ministry.

4. The instructions in this chapter apply equally to civil aircraft flown by air force officers, but in such cases as a concession—which may be withdrawn at any time should circumstances so require—the recovery of landing and housing fees at R.A.F. stations may be waived as laid down in paras. **2040**, clause 2A, and **2041**, clause 1A. The use of housing space for a continuous period exceeding 24 hours will be subject to the approval of the air or other officer commanding. At government civil aerodromes the standard charges for landing and housing will be payable.

2036A. Responsibility of the C.O. of a Station in regard to Controlling the Departure of a Civil Aircraft.—1. Except as provided in clause 2, a R.A.F. officer will have no jurisdiction over the pilot of a civil aircraft as to the suitability or otherwise of weather conditions for flying. The decision in this matter will rest with the pilot of the aircraft. The pilot may, however, ask the opinion of the R.A.F. authorities, and in these circumstances the C.O. of the station will give all advice on the meteoro-

Digitized by Google

logical data available. When once this advice has been given, all responsibility will rest with the pilot.

2. A R.A.F. pilot flying a civil aircraft on duty will be subject to the jurisdiction of the C.O. of the station in accordance with para. **725.**

2037. Record to be Kept.—C.Os. of R.A.F. stations visited by civil aircraft under the conditions laid down in para. **2036,** will be responsible that a detailed daily record is kept by the duty pilot in the watch log book (*see* para. **787**) in respect of each civil aircraft which lands on the aerodrome, showing—

(*a*) name of pilot and owner;
(*b*) type, nationality and registration marks or particulars of aircraft;
(*c*) date and time of arrival and last stopping place;
(*d*) services rendered and stores supplied;
(*e*) date and time of departure and destination.

2038. Customs and Excise.—1. Under the Air Navigation (Consolidation) Order, 1923, an aircraft entering Great Britain and Northern Ireland from any place abroad is required to land at a "customs aerodrome" for the purpose of complying with the customs and excise regulations and it is obligatory for the pilot to report to an officer of customs and excise. If an aircraft coming from abroad lands at an air force aerodrome without having landed first at a "customs aerodrome," the C.O. will forthwith report its arrival to an officer of customs and excise, stating the place from which the aircraft has arrived: he will not allow any goods to be unloaded from the aircraft, or any passenger thereof to leave the aerodrome without the consent of the officer of customs and excise. Particulars of the "customs aerodromes" are shown in "The Air Pilot" (*see* para. **763**).

2. A C.O. of a station will give such instructions as he may consider necessary to the duty pilot to ensure compliance with clause 1.

2039. Absence of Liability.—1. Liability will not be accepted by the Air Council, its servants or agents, or by any servant or agent of the Crown for loss or damage by accident, fire, flood, tempest, explosion or any other cause to aircraft; or for loss or damage from whatever cause arising to goods, mails or other articles; or for loss or injury, from whatever cause arising, to passengers or other persons (including pilots, engineers or other personnel of aircraft) landing at, departing from, or accommodated in or at any service aerodrome; even if such loss, damage, or injury is caused by or arises from negligence on the part of the Air Council's servants or agents or of any servant or agent of the Crown.

2. The use of any apparatus such as cranes, chocks, "Hucks" starters, &c., belonging to or under the charge of the Air Council by the personnel of aircraft or other persons making use of the aerodrome will be entirely at the risk of the person using such apparatus, and no liability will be accepted for any loss, damage or injury caused by or arising from the use of any such apparatus (whether under the control or management of any servant or agent of the Air Council or of the Crown or otherwise) which may result to the user thereof or to any other person

Digitized by Google

or thing. The use of such apparatus will be permitted only upon the understanding that the Air Council and the Crown will be held indemnified against all claims which may result from such use. It must further be clearly understood that the Air Council do not in any way warrant the safety or fitness of any such apparatus.

2040. Landing Fees.—1. Except as provided in clauses 2A and 3, a landing fee will be charged in respect of every civil aircraft which lands in an air force aerodrome. The scale of fees in force will be published from time to time in A.M.Os., and in "The Air Pilot." At aerodromes where no assistance is available, the full landing fees will nevertheless be charged.

2. The landing fee will include the use of the landing ground for alighting and departure, the supply of all available information as to routes and weather conditions, and the service of air force personnel, if available, for assistance in guiding the aircraft, starting propellers, carrying petrol and oil, &c. Any assistance, however, in pushing an aircraft with a stopped engine, or in dealing with a damaged aircraft will be charged for as repairs as provided for in para. **2048** and additional charges on the usual repayment basis will also be raised in respect of the provision of special night landing facilities, e.g. flares. The use of fixed lighting apparatus may be excluded from such charges. No additional landing fees will be charged in respect of test flights before the final departure of the aircraft.

2A. Provided the aircraft is not being used for trade, business, or professional purposes, no landing fee will be charged when the pilot is—

(*a*) an officer of the R.A.F., the R.A.F. Reserve, the Auxiliary Air Force, or the Auxiliary Air Force Reserve;
(*b*) a retired officer liable to recall to service under para. **3542**;
(*c*) an officer of the R.N. or Army attached to the R.A.F.

A member of a university air squadron visiting a station other than his own in connection with the work of his squadron will also be exempted.

3. No charge for landing will be raised in respect of—

(*a*) flights carried out in connection with the training of pilots of the R.A.F. Reserve;
(*b*) aircraft under test for which a fee for a certificate of airworthiness or the fee indicated in para. **802** (*e*) is payable;
(*c*) contractors' aircraft visiting R.A.F. stations at the request of the Air Ministry or conveying contractors' personnel whose attendance has been requested by the Air Ministry;
(*d*) private aircraft of foreign air attachés;
(*e*) aircraft paying ceremonial visits at the invitation of the Air Ministry or area concerned.

4. The duty pilot is responsible that the accountant officer is notified immediately a civil aircraft lands at a R.A.F. aerodrome or seaplane station, and he is not to permit the aircraft to leave without obtaining from the pilot thereof a copy of the receipt on C.A. Form 10, given by the accountant officer to the pilot for fees and charges, or a certificate by the accountant officer that the charges will be recovered.

Digitized by Google

5. Claims in respect of all fees and charges incurred by the pilot of a civil aircraft are to be rendered to the pilot for payment before the departure of the aircraft. Special instructions with regard to the recovery of sums so claimed will be issued in A.M.Os.

2041. Housing Fees.—1. The occupation of housing space at R.A.F. aerodromes, by civil aircraft referred to in para. **2036,** clause 3, will in all cases be subject to the following conditions:—

(*a*) The payment of a housing fee according to the type of aircraft and the period for which accommodation is required.

(*b*) The immediate removal of the aircraft if the space which it occupies is required for air force purposes.

(*c*) The completion of the prescribed form of agreement.

No fee will, however, be payable for the housing of aircraft belonging to any of the companies engaged in the training of pilots of the R.A.F. Reserve and used in connection with such training, unless the stay exceeds 48 hours in which case the normal rates will be charged for the period in excess of 48 hours. Fees may also be waived in respect of aircraft in categories (*b*), (*c*), (*d*) and (*e*) of para. **2040,** clause 3, where facilities for housing are necessarily afforded.

1A. No housing fee will normally be charged when the aircraft is exempt from landing fees under para. **2040,** clause 2A, provided that the accommodation is available without detriment to public requirements and that no cost to the public is involved.

2. In those exceptional cases referred to in para. **2036,** clause 3 (*c*), bills will be rendered weekly to the pilot or owner when the civil aircraft has been housed for a longer period than seven days; when accommodation for a continuous period has been allocated, a monthly rate will be charged for each machine and payment must be made in advance. Failure to comply with this condition will involve payment at the normal daily rate. The monthly rate will entitle the hirer to house one aircraft a night in a shed at the station where accommodation is available, but not necessarily always in the same shed. If the accommodation which has been allocated is not occupied for any night it may be let at daily rates to other civil aircraft, accommodated under the provisions of para. **2036,** clause 3, and no refund will be made to the original hirer in respect of any nights when his accommodation is not occupied by him, unless he is prevented by the re-allocation of the hired accommodation from obtaining accommodation, when such proportionate refund will be made as in the opinion of the Air Ministry appears reasonable.

3. The scale of housing fees, including the monthly rates, will be published from time to time in A.M.Os., and is also included in the Air Ministry publication, "The Air Pilot." Such fees and rates will include accommodation only. The attention of the hirer should be drawn to the provisions of para. **2039.** A C.O. of a station will, however, ensure that the same precautions are taken to prevent the risk of damages to civil aircraft as are applied to government property.

4. In the event of a claim against the pilot or owner of a civil aircraft not being met within a reasonable period from its presentation, a report is to be made through the usual channels, to the Air Ministry forthwith.

Digitized by Google

2042. Occupation and Erection of Sheds by Civilians.—1. Every application for permission to erect sheds as encroachments on ground which, in the opinion of the C.O., is available will be submitted by the C.O. with his recommendation to the Air Ministry through the usual channels. Permission will be granted only in exceptional circumstances.

2. The exclusive hire of sheds at stations for long periods will not be permitted even if the sheds are surplus. Applications by civilians for the purchase of such sheds should be referred to the Air Ministry through the usual channels.

2043. Supplies on Payment.—1. Provided that the C.O. is satisfied that it is required solely for flying purposes, aviation petrol and oil may be issued to civil pilots of aircraft on payment at full commercial prices, which will be notified from time to time in A.M.Os. Other stores will be supplied only in connection with repairs, or if available without re-provision. Charges for stores supplied will be included in the claim rendered to the civil pilot under para. **2040,** clause 5.

2. Motor transport petrol will be issued only in extreme urgency where a civil pilot's vehicle is without sufficient petrol to propel it to the nearest vendor.

3. Requisitions for stores, other than those required for repairs, will be signed by the duty pilot and by the civil pilot of the aircraft before any issue of stores on payment is made.

2044. Forced Landings.—1. The C.O. of a station will use his discretion in supplying all reasonable assistance to civil aircraft landing in distress, or in an accident. The services of the medical officer will be available free of charge for first aid in the case of injury to personnel, but when a civilian medical practitioner is in medical charge of a station his fees must be paid by members of the public requiring his services.

2. When a civil aircraft has been forced to land at a R.A.F. aerodrome and it is desired to embark passengers and freight at such aerodrome for the purpose of initiating a scheduled flight, the aerodrome may be used for the purpose, subject to Air Ministry permission being obtained. Such permission will be sought by the chief aerodrome officer of the civil aerodrome at which the aircraft would normally have embarked its passengers and freight and will only be given by the Air Ministry after consultation with the command concerned. If permission is given the C.O. of the station will be informed by the command.

3. In the event of an aircraft landing late in the day and desiring to leave in the morning before normal working hours, the necessary permission under clause 2 may be given by the C.O. of the station on his own authority.

4. The pilot of the aircraft will make all necessary arrangements with the customs and immigration authorities for the requisite clearances in respect of passengers and goods. These arrangements will be made through the C.O. of the station (*see* para. **2038**).

2045. Salvage.—Subject to the exigencies of the service, salvage of aircraft will be undertaken by the R.A.F. inside air force aerodromes. Charges will be made according to the cost involved.

Digitized by Google

2046. Use of Mechanical Transport.—1. The use of service M.T. vehicles for carrying crashed aircraft to aerodromes or railway stations and for carrying personnel to railway stations, will be permitted only where other means of transport are not available.

2. M.T. vehicles used in such circumstances will be charged for as laid down in para. **1956.**

3. *See also* para. **1989.**

2047. Telephone, &c., Facilities.—Civil pilots will be allowed in emergency to use service telephone or telegraph lines for sending messages on payment of the usual fees. (*See* para. **2204** in regard to telephone accounts.)

2048. Repairs.—1. Provided no other arrangements can be made, such minor repairs or replacements as are necessary to enable an aircraft to proceed immediately on its journey, may, subject to clauses 2 and 3, be carried out by air force personnel if available and if the exigencies of the service permit. Before the work of repair is commenced the requisition for repair and the prescribed form of agreement for aircraft accepted for custody (*see* para. **2041**) will be signed by the pilot. A careful record will be kept showing full details of the work performed, materials used and number of hours each man is employed. Details of the work performed will be entered in the airframe or aero-engine log book as appropriate (C.A. Forms 27 and 28 respectively) and the certificate required under Air Navigation Directions, Section V, paras. 57 and 58, will be completed by the appropriate specialist officer or warrant officer (*see* para. **2415,** clause 2).

2. Except as provided in clause 6, no repair work will be undertaken at a unit without prior Air Ministry authority unless the estimated cost (inclusive of labour, material and overhead charges) is under £10.

3. Repairs (as opposed to replacements) of stressed members may not be carried out by air force personnel unless the aircraft has its counterpart in a service type for which a repair scheme has been issued. If no repair scheme for the type is available and the owner of the aircraft does not agree to replacement, the matter will be referred together with all relevant details of the repairs proposed, for Air Ministry decision. Unstressed parts, such as engine cowling, exhaust manifolds, petrol tanks, oil tanks, radiators, fairing, etc., may be repaired by patches as required.

4. If heavy repairs or complete dismantlement are necessary, the owner of the aircraft will be requested to remove the aircraft, or, if housing space is available, arrange for the attendance of his own mechanics.

5. Where air force workshops are available, but no air force personnel can be spared, arrangements may be made on appropriate terms for the use of workshops by civil firms if the exigencies of the service permit and provided no other arrangements can be made.

6. Facilities for the repair or overhaul of the private aircraft of officers of the R.A.F., the R.A.F. Reserve and the Auxiliary Air Force when involving the services of R.A.F. personnel and civilian employees and the use of R.A.F. workshops and material may be granted without

Digitized by Google

prior Air Ministry authority by an air or other officer commanding in the case of complete overhauls and by a C.O. in the case of other overhauls or repairs provided no disturbance of the normal work of the unit is entailed and the written authority of the A.O.C. or C.O. as the case may be is obtained before any work is begun. Charges for such repairs or overhauls will be as laid down in A.M.Os. Work, in or outside official time, will be performed under the supervision of the appropriate specialist officer or warrant officer who will complete the certificate required under Air Navigation Directions, Section V, paras. 57 and 58. Arrangements will be made to keep a record showing details of the work performed, materials used, and, where the work is performed in official time, the number of hours each man is employed; details will be entered in the airframe or aero-engine log book as appropriate.

2049. Civil Air Traffic.—The enforcement of the regulations contained in this chapter and the collection of fees from the pilots of civil aircraft landing at service aerodromes will normally be undertaken by the duty pilot and accountant officer respectively, but the C.O. of a station may, if he considers it necessary, detail an officer especially for this purpose. An officer so detailed will act in conjunction with the duty pilot and accountant officer.

2050. Use of Air Force Stations Abroad by Civil Aircraft.—1. If the exigencies of the service permit, and provided that, in Egypt, previous approval has been obtained, civil aircraft, whether British or foreign, may be allowed to make use of existing facilities at stations abroad in cases where no civil aerodrome is available.

2. So far as local conditions permit the procedure contained in the previous paras. of this chapter will apply, subject to such variations in the fees and charges to suit local conditions as may be authorised from time to time by the Air Ministry.

3. The pilots and crews of civil aircraft may be accommodated in officers', N.C.Os.' or aircraftmen's quarters and messes as their several circumstances require. Charges will be made as follows:—

(*a*) For quarters—

For the use of an officer's quarters	....	4*s.* a night.
,, a N.C.O.'s ,,	....	2*s.* 6*d.* a night.
,, an aircraftman's ,,	....	2*s.* a night.

(*b*) For rations—

As laid down in para. **2664.**

Note.

See also para. **800** (use of civil aircraft by officers and airmen); para. **801** (use of privately-owned aircraft on duty journeys); para. **802** (official trials of civil aircraft); para. **797** (passengers); para. **729** (air force pilots using civil aerodromes).

Digitized by Google

CHAPTER XXVII.

MUSIC SERVICES.

2060. General Organisation.—1. The following bands are provided for by establishment:—

(*a*) The R.A.F. Central Band.
(*b*) The R.A.F. College Band.

Other music services required by air force units will be provided for by voluntary bands.

2. Voluntary bands, which will be encouraged by C.Os. of stations or units, will consist of airmen of any rank or trade who, when not required for duty, are able and willing to take part in a voluntary band.

3. Provision is made in the establishment of the R.A.F. Central Band for a proportion of N.C.Os. who will be available for distribution as bandmasters and instructors of voluntary bands. N.C.Os. so distributed will remain on the strength of the R.A.F. Central Band and will be attached for pay, rations, accommodation and discipline to the unit to which they are detailed for duty, but will be employed exclusively on band duties.

2061. Grants from Public Funds.—Allowances at the undermentioned rates will be granted as shown in aid of the maintenance of bands:—

(*a*) For the R.A.F. Central Band, £500 yearly.

(*b*) For the R.A.F. College Band, £100 yearly, issued to and administered by the A.O.C. Cranwell.

(*c*) For the assistance of voluntary bands as a whole, £2,000 yearly. This allowance will be administered by the Director of Personal Services, Air Ministry, and distributed as laid down in para. **2065.**

2062. The R.A.F. Central Band.—1. The R.A.F. Central Band is maintained for the benefit of the service as a whole, and its personnel will be employed exclusively for band duties.

2. As regards recruiting, mustering, re-engagement and promotion of personnel, engagements and band property, the band will be administered by the Officer i/c R.A.F. Central Band, under the direct supervision of the Director of Personal Services, Air Ministry. All other questions relating to the band will be dealt with in the ordinary manner through the usual channels.

3. Engagements by the band as a whole will be subject to the general regulations contained in para. **2071.** In addition, the special approval of the Director of Personal Services will be obtained on each occasion in advance, and all printed notices or advertisements in which the attendance of the band is announced must state that the attendance is "By permission of the Air Council."

Digitized by Google

4. A bandsman may be permitted, subject to paras. **2063** (*m*) and **2072,** to accept private engagements as an individual. If he is allowed to use a service instrument, he will be held responsible for any loss or damage to the instrument while it is in his possession.

5. Subject to the exigencies of duty, bandsmen who are proficient and of good conduct may be granted permission, by the Officer i/c Central Band, to live out of barracks, and to wear plain clothes when not on duty (*see* para. **2063** (*l*)).

6. Applications from stations or units for the services of the R.A.F. Central Band for recreational purposes, sports meetings and similar occasions must reach the Air Ministry not less than one calendar month before the date of the proposed engagement. In the event of approval being given for the band to attend such functions, it will be clearly understood that expense to the State will not be permitted and that the station or unit requesting such service will defray all the expenses involved. A C.O. may address to the Officer i/c R.A.F. Central Band, Uxbridge, a preliminary inquiry as to the approximate expenses likely to be incurred.

7. Members of the band will wear uniform, as prescribed, when on duty or when going to or from a band engagement, unless special orders are issued.

8. While the Central Band is at Uxbridge, the Officer Commanding No. 1 R.A.F. Depôt will be the C.O. of the band for the purposes of para. **1138,** and the Officer i/c Central Band will exercise only the powers of a subordinate commander as laid down in para. **1141.** In accordance with para. **1139,** however, while on detachment away from Uxbridge the Officer i/c Central Band will exercise the full powers of a C.O. (as laid down in para. **1138**) over the personnel of the band who are with him on detachment and the restriction in clause 2 (*a*) of that para. will not apply to him.

2063. The Officer i/c R.A.F. Central Band.—The Officer i/c R.A.F. Central Band will be charged with responsibilities and duties as follows:—

(*a*) As director of music the Officer i/c Central Band will exercise command over such airmen as may be serving under him in accordance with para. **111,** clause 9, but his powers of discipline and punishment will be as defined in para. **2062,** clause 8.

(*b*) He is authorised to communicate direct with the Air Ministry concerning all matters affecting the technical administration of the band.

(*c*) He will (in conjunction with the Central Trade Test Board) test all prospective musician recruits, examine any airmen recommended for remustering to or from musician, make recommendations for promotions in accordance with general or special regulations and be responsible for the detailed administration of the band funds.

(*d*) He will ensure that opportunities for technical instruction are afforded to those members of the band who require it.

(*e*) The whole of the property of the band is in his charge; and he will be responsible that it is properly marked and kept in

Digitized by Google

safe custody and good order. He will also see that inspections are held as laid down, and that charges for insurance, if ordered, are paid in due time.

(*f*) No orders for the performance or discontinuance by the R.A.F. Central Band of any band duties will be issued without his concurrence: he will submit the matter to higher authority if he deems it necessary.

(*g*) He will obtain the approval of the Director of Personal Services, Air Ministry, before expenditure in excess of £75 in any one quarter on new instruments or replacements is incurred.

(*h*) He is authorised to purchase from the band fund account such new music as may be required to maintain the efficiency of the band.

(*i*) He will cause all engagements to be entered in a band engagement book, with particulars of their nature, date, number of bandsmen, fee and uniform to be worn.

(*j*) He will cause a roster to be kept showing the particular bandsmen detailed for each engagement or duty, and will see that a fair distribution is maintained among the bandsmen as a whole, having regard to the nature of the demands made.

(*k*) He will be responsible that all programmes performed by the band are suitable to the occasion concerned, and that the band is competent to undertake them.

(*l*) He will grant to members of the band who are in every respect efficient, such permission to live out and to wear plain clothes when not on duty as he may in his discretion think fit. He will satisfy himself that all bandsmen live within a convenient distance of the band headquarters, and will keep himself informed of their addresses.

(*m*) He will exercise a general supervision over the private engagements that bandsmen are permitted to accept as individuals, satisfying himself that they are of a proper and non-political nature, and are unconnected with any strike or lock-out of musicians, and that they are entered in advance in a book kept for the purpose. He may, exceptionally, permit bandsmen to use service instruments for such engagements: this permission must be duly recorded.

2064. The R.A.F. College Band.—The R.A.F. College Band will be administered for all purposes by the A.O.C., Cranwell, subject to compliance with paras. **2066** to **2071** inclusive. The A.O.C. will use his discretion as to the extent to which he applies to the R.A.F. College Band the regulations laid down for the R.A.F. Central Band in paras. **2062** and **2063.**

2065. Voluntary Bands.—1. Grants to voluntary bands from public funds under para. **2061,** and the allocation to such bands of established band personnel, will be administered by the Director of Personal Services, Air Ministry, through the usual channels.

2. Air or other officers commanding (except the A.O.C., R.A.F., India) will forward, so as to reach the Air Ministry not later than 1st January in each year, recommendations in the following form as to the

Digitized by Google

allotment of sums from the voluntary bands fund to units under their command:—

Unit.	Strength of voluntary band.	Credit balance of station institute account at end of last four-monthly period.			Grant now recommended.			Brief statement of progress.
		£	s.	d.	£	s.	d.	

The list of units should be arranged in the order of priority in which it is considered their claims should be met.

3. No grants will be made to a unit unless the C.O. has shown to the satisfaction of the air or other officer commanding that considerable and successful efforts to the full extent of the means at the unit's disposal have been made in connection with the organising of a voluntary band. Grants will be limited to the amount which can be applied immediately to the formation and upkeep of voluntary bands: any sum which cannot be so applied will be returned to the Director of Personal Services, Air Ministry.

4. The detailed administration of a voluntary band will be carried out by the C.O. of the station or unit with which the band is associated or to which financial or material assistance is given under clauses 1, 2 and 3. Subject to compliance with the provisions of those clauses, and to paras. **2066** to **2071** inclusive, such C.Os. will be the authorities competent to deal with all matters concerning such bands.

5. Grants in aid of voluntary bands in India will be made from Indian funds.

2066. Band Accounts.—1. Every band will keep two accounts—(*a*) a band fund account; (*b*) a band engagement account.

2. A band fund account will include all sums derived from public funds, all subscriptions or donations given for the benefit of the band, all proceeds from the sale or exchange of property, and such percentage of the fees accruing from the private engagements of the band as is laid down in para. **2070.**

3. The sanction of the competent authority, as defined in paras. **2063, 2064** and **2065,** must be previously obtained for all purchases or payments made from a band fund account.

4. A band engagement account will include all sums received on account of private engagements undertaken by the band as a unit, and from this account will be made all payments and distributions in respect of such engagements.

5. Both of the above-mentioned accounts will be kept in accordance with A.P. 1409 (Standard Instructions for keeping Non-Public Accounts) as subsidiary to the station institute account and will be audited with that account.

2067. Band Property.—1. Band property includes all instruments appurtenances and music purchased out of a band fund account or

Digitized by Google

presented to a band or unit. Instruments, &c., supplied from public stores (e.g. the trumpets and drums for ceremonial purposes referred to in para. **2074**) will not be regarded as band property but will be brought on ledger charge of the accounting unit as R.A.F. equipment. Band property will not be alienated without the consent of the Air Council.

2. The name of the band, the date of acquisition, and an identification number will be clearly marked on every instrument, case or other property belonging to a band.

3. A book will be kept in which all instruments and appurtenances will be accurately described, and a record of all music belonging to a band will be entered.

4. All band instruments will be inspected weekly, and the whole of the property of a band will be inspected half-yearly. The results in such half-yearly inspections will be recorded in the book referred to in clause 3.

5. Tradesmen's bills for all articles supplied to a band will be entered in a book kept for this purpose, and receipts for all payments will be duly demanded and preserved.

6. Necessary repairs to instruments or other band property will be entered in a requisition book for submission periodically to the competent authority, as defined in paras. **2062, 2064** and **2065.**

7. Instruments of inferior quality or condition may be kept for the use of beginners or for an emergency.

8. The sale or disposal of unserviceable instruments or other band properties must have the specific sanction of the competent authority as defined in paras. **2062, 2064** and **2065.**

9. An inspecting officer will satisfy himself that these regulations are carried out.

2068. Loss of or Damage to Band Property.—1. If any band property is lost or damaged, the Officer i/c R.A.F. Central Band (or the C.O. of the station for a voluntary band) will investigate the matter and render, through the usual channels, a full report to the Air Ministry. In rendering the report, full particulars will be given of the circumstances of the loss or damage and of the extent to which any personnel are implicated.

2. The sum to make good loss of, or damage to, band property cannot be recovered from an airman as a public claim. Where an airman, however, makes away with, loses by neglect, or wilfully damages, band property he may be charged under Section 24, Air Force Act, and awarded by his C.O. or by court martial, stoppages of pay under Section 138 (4), Air Force Act, to make good the loss or damage. This action will be taken after reference to the Air Ministry if in the circumstances it appears desirable.

3. Every sum so recovered from an airman will be paid to the band fund of the unit by the accountant officer.

4. A general stoppage cannot be enforced against the members of a band as a whole where the loss of, or damage to, band property cannot be traced to individuals.

Digitized by Google

2069. Expenditure from Band Fund Accounts.—1. A band fund will be used for the provision and maintenance of instruments, music, and other material necessary for the continued efficiency of a band.

2. In special circumstances an allowance for the hire of a room for practice may be made from a band fund.

3. Reed money may be paid to players of reed instruments at annual rates not exceeding the following:—

Clarionets and saxophones	£1	
Oboes and bassoons	£1	10s.

4. An allowance not exceeding one shilling and sixpence a day may be made to a bandsman of the R.A.F. Central Band who is detailed to act as librarian, and an allowance of sixpence a day may be made to one detailed to act as assistant librarian. In other bands, an allowance not exceeding a shilling a day may be made to a bandsman detailed to act as librarian.

5. Payment at rates considered suitable in view of the extra labour involved may be made from a band fund for such copying of music as may be necessary.

6. The provision of covers for music, and the binding of music, are proper charges against the band fund.

2070. Expenditure from Band Engagement Accounts.—1. The expenses connected with an engagement will be a first charge on the proceeds from it.

2. After expenses have been deducted, the proceeds of an engagement will be distributed as follows:—

(*a*) To the band fund for maintenance—10 per cent.

(*b*) To the director of music or bandmaster if he conducts—15 per cent.; if he does not conduct—5 per cent., 10 per cent. being allotted to the deputy conductor for the occasion.

(*c*) To the bandsmen who rendered efficient service at the engagement—70 per cent.

(*d*) To the band fund for distribution at the end of each accounting period to bandsmen who drew no income from band engagements —5 per cent.

3. In the application of clause 2 to voluntary bands and small dance bands of not more than eight performers, not being voluntary dance bands, any or all of the percentages stated at (*b*) (*c*) and (*d*) of clause 2 may be varied by the C.O. if he considers it necessary in order to secure an equitable distribution between the members of the bands. Any balance will be credited to the band fund for maintenance in addition to the proportion referred to in clause 2 (*a*).

4. Any sums accrued under clause 2 (*d*) which remain undistributed at the end of an accounting period will be transferred to the band fund and used for maintenance.

2071. Band Engagements.—1. All correspondence in connection with band engagements will be conducted by the officer in charge of the band, subject to paras. **2062, 2064** and **2065.** An engagement will only be entered into subject to the exigencies of air force duty. A clause to this effect will be embodied in any form of contract or agreement

Digitized by Google

made. Engagements will not be sought through the public press, nor will they be arranged or accepted through musical or other agents. Approved engagements at home may, however, be accepted through agents acting directly on behalf of the party desirous of engaging the band, provided that no commission is deducted from the band's recognized fee.

1A. The acceptance of paid engagements in Great Britain and Northern Ireland by R.A.F. bands where the engagement calls for less than 25 performers out-of-doors or 20 performers indoors or by orchestral combinations for indoor engagements of less than 8 performers, exclusive of the conductor in each case, is prohibited unless the engagements are—

(*a*) on behalf of *bona fide* charities, for which either no charge is made or the charge covers only out-of-pocket expenses (e.g. transport);

(*b*) at entertainments given in Air Ministry buildings or in the clubs, private residences or grounds of serving or retired personnel of the Navy, Army or Air Force;

(*c*) in places of worship.

2. An engagement will not be accepted on terms which are lower than those which would, in similar circumstances, be offered to a civilian band in the locality concerned or in order to replace a civilian band which is on strike. In the event of a performance being broadcast, an extra fee, comparable to the rates which would be paid to a civilian band in similar circumstances, will be charged.

2A. When a band performs at private engagements, whether paid or for charity, arrangements will be made to insure against risks to personnel as laid down in A.M.Os.

3. In view of para. **1092**, clause 1, a band or individual musician is prohibited from playing at any meeting or demonstration held for party or political purposes.

2072. Private Engagements.—No airman will be permitted to accept for profit to himself any private engagement, or to play in any public or non-service orchestra, at a remuneration lower than that usually made to a civilian musician for similar services (*see also* clause 3 of para. **2071**).

2073. National Anthems.—1. Bands, voluntary or otherwise, will provide themselves with copies of the authorised arrangement of the National Anthem. The correct time of the National Anthem is M.M. ♩=84, and this will be invariably adhered to.

2. All bands will also provide themselves with copies of "National Anthems of all Nations."

2074. Trumpets and Drums.—Trumpets and drums will be supplied to units in accordance with the scale laid down in A.P. 830, Vol. III.

2075. Trumpet Calls.—The instructions given in "Trumpet Calls, R.A.F." (A.P. 162), will be strictly adhered to, both as regards the soundings and their application.

CHAPTER XXVIII.

(*Deleted.*)

Digitized by Google

CHAPTER XXIX.

AIRMEN'S DOCUMENTS AND RECORDS.

SECTION I.—GENERAL.

2095. Documents of Instructors to Voluntary Bands.—The normal rules laid down in this chapter for service documents and assessments of character and trade proficiency will be modified as follows in the case of N.C.Os. attached to units for duty as instructors of voluntary bands (*see* para. **2060,** clause 3):—

(*a*) Conduct Sheets (Forms 120 and 121) and Miscellaneous Record Sheet (Form 125) will be completed by the C.O. of the unit to which the instructor is attached.

(*b*) Certificate of Service (Form 280).—The assessment of character and trade proficiency on page 3 of the certificate will be made by the Officer i/c R.A.F. Central Band. The C.O. of the unit to which the N.C.O. concerned is attached will forward his recommendations, together with the service documents of the N.C.O., to the Officer i/c Central Band, annually on 31st December (and at other times when necessary); full consideration will be given by the latter officer to these recommendations when the assessments are entered on Form 280.

2096. The Attestation Paper.—1. An attestation paper on the appropriate Form 75 according to the nature of the engagement will be prepared in respect of every man, apprentice and boy entrant on enlistment into the R.A.F. After completion, the attestation paper will be kept in the custody of the Officer i/c Records.

2. The following documents relating to an airman will, as and when they are required and after notation, be kept attached to his attestation paper in the custody of the Officer i/c Records:—

(*a*) Medical examination of recruits—interrogatory form (Form 62) (*see* para. **1447,** clause 2).

(*b*) Birth certificate.

(*c*) Parents' consent paper (Form 76) for an apprentice or a boy entrant (*see* para. **474,** clause 3).

(*d*) Proceedings of any court of inquiry on injuries sustained (*see* para. **1325**).

(*e*) Proceedings of a court of inquiry held under para. **1324** to investigate the conduct of a recovered prisoner of war.

(*f*) The attestation paper of a fraudulently enlisted airman, or of an airman improperly enlisted while belonging to the R.A.F. Reserve, i.e. the attestation paper on which it is decided he will not serve.

Digitized by Google

(*g*) Records of previous service in the R.N. or Army of re-enlisted men.

(*h*) Declaration by a recruit enlisted for training in a trade (Form 1546) (*see* para. **474,** clause 4).

(*j*) Re-engagement paper (Form 78) (*see* para. **612**).

(*k*) Declaration on extension, prolongation or continuance in the service (Form 82) (*see* paras. **611** and **611A**).

(*l*) Statutory declaration as to correct name (*see* para. **2100**).

(*m*) Statutory declaration as to change of name (*see* para. **2100**).

(*n*) Maintenance order (Form 282) under para. **3467,** clauses 4 and 9, and a copy of any Air Ministry letter authorising the variation or cessation of a compulsory stoppage.

(*o*) A confession of desertion or fraudulent enlistment, and, if trial is dispensed with, the order made to that effect (*see* para. **1168,** clause 4).

(*p*) Form 115—Record of the declaration of a court of inquiry held to investigate the illegal absence of the airman (*see* para. **2101**).

2097. Service—How Recorded.—1. Complete details of the service of every airman will be kept as a permanent record by the Officer i/c Records. In addition certain similar details will be entered upon his certificate of service (Form 280).

2. The Officer i/c Records will be furnished with the information for keeping the airman's permanent record up to date by means of entries made on the casualty form (Form 739) as provided in para. **867,** and, as regards the airman's character and trade proficiency, by copies on Form 483A of entries made on the certificate of service, and, where appropriate, by the returns accompanying Form 483A (*see* paras. **2140,** clause 7, and **2141,** clause 7). The record on the certificate of service will be made as laid down in para. **2132.**

2098. Service Documents of an Airman.—The service documents of an airman will consist of the following:—

(*a*) Certificate of service (Form 280) with authorised enclosures (*see* para. **2131**).

(*b*) Miscellaneous record sheet (Form 125).

(*c*) General conduct sheet (Form 121) (where applicable).

(*d*) Service conduct sheet (Form 120).

(*e*) Medical history envelope (Form 48).

(*f*) Trade index card (Form 678).

2099. Official Number.—1. Every airman will have an official number which, in the absence of instructions to the contrary and except as provided in clause 2, will appertain to him throughout his service career. This number will be allotted by the Officer i/c Records on enlistment or transfer into the R.A.F., and is to be specified against the airman's name in books, returns and documents, and in all communications concerning him.

Digitized by Google

2. An airman who rejoins for regular air force service from the reserve will retain his original official number. An airman who is discharged and subsequently re-enlists will usually be given his former official number.

3. The official number of a warrant officer will not be quoted against his name in the *Air Force List*, A.M.Os. or the *London Gazette*, nor will it be included in the inscription engraved on any medal awarded to him.

2100. Change of Name.—1. The name in which an airman is attested cannot be erased from his attestation paper or other documents.

2. If an airman, who has enlisted under an assumed name, wishes his true name to be added in his records he must, at his own expense, make a statutory declaration before a magistrate or commissioner for oaths as follows:—

"I.....(*official number*), (*rank*), (*name*), do solemnly and sincerely declare that I was enlisted on the.....under the name of..... which name I now declare to be incorrect. The name of..... .....contained in the accompanying certificate of birth, I now declare to be my true name, and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provision of an Act made and passed in the sixth year of the reign of King William the Fourth, Chap. 62, entitled "The Statutory Declarations Act, 1835."

Signature of Airman.....

Declared before me at .....this.....

day of.....

Signature of J.P. or Commissioner for Oaths....."

The airman should be warned that, if the declaration so made is untrue in any material particular, he is liable to be indicted for perjury. He will submit the declaration to his C.O. for transmission to the Officer i/c Records for consideration. If approved, the airman will be informed, through the usual channels, and the Officer i/c Records will make the necessary amendments to the airman's documents. In all existing documents the true name will then be recorded before the name under which the airman enlisted which will be enclosed in brackets thus:—JONES (formerly SMITH) Henry Arthur. In all documents subsequently prepared the true name only will be used. The statutory declaration will be preserved with the airman's attestation paper.

3. If an airman wishes to change his name from that registered at birth, or baptism, he must, at his own expense, make a statutory declaration before a magistrate or commissioner for oaths as follows:—

"I.....(*official number*), (*rank*), (*name*), do solemnly and sincerely declare that I am a natural-born British subject, and that I was born at..... on..... Furthermore, I am desirous of changing my name, and I intend and desire to be known henceforth as ....., and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provision of an Act made and passed in the sixth year of the reign

Digitized by Google

of King William the Fourth, Chap. 62, entitled "The Statutory Declarations Act, 1835."

Signature of Airman.....

Declared before me at.....this.....

day of.....

Signature of J.P. or Commissioner for Oaths....."

The airman will submit the declaration, accompanied by a certified copy of his birth certificate, to his C.O. for transmission to the Officer i/c Records, stating the reason why he wishes to make the change. If approved, the Officer i/c Records will cause action to be taken as in clause 2. In all existing documents the new name will then be recorded before the original name as in clause 2. In all documents subsequently prepared the new name only will be used. The statutory declaration will be preserved with the airman's attestation paper.

4. Prior to the submission to his C.O. of a statutory declaration made under clauses 2 and 3, an airman will arrange for the document to be stamped with an embossed revenue stamp, value two shillings and sixpence, by a head or branch post office or by the Inland Revenue Department, Somerset House, London, W.C.2. It should be presented for stamping before the expiration of thirty days after it is first executed, or after it has been first received in the United Kingdom if it was first executed at any place out of the United Kingdom; otherwise a penalty will be incurred.

2101. Declarations of Illegal Absence.—1. When a court of inquiry has been held, as provided in para. **1323,** to investigate the absence of an airman, the declaration of the court will be entered by the C.O. of the unit in Form 161, kept exclusively for the purpose. The entry will contain the names, ranks and units of the president and members of the court and will be vouched by the signature of the C.O. When the record has been duly made, the C.O. will record the airman's absence under "Movements and Casualties" on his certificate of service, destroy the original proceedings of the court of inquiry, and forward a certified true copy of the declaration of the court on Form 115, to the Officer i/c Records for attachment to the airman's attestation paper. The record in the airman's certificate of service will be as follows:—

"Declared by court of inquiry held at.....(*place*) on .....(*date*) to be illegally absent with effect from.....(*date*)."

2. A true copy of the record purporting to bear the signature of the officer having custody of Form 161, will, at the trial of an airman, be admissible in evidence of the facts therein stated.

3. Abroad, when the unit quits the country, the following documents in respect of every airman declared to be illegally absent will be transmitted to the air or other officer commanding in that country:—

(*a*) Certified true copy of the entry in Form 161.

(*b*) Particulars of the latest assessment of character, number of G.C. badges, and of the airman's service completed as far as possible and signed.

(*c*) Certified true copies of service and general conduct sheets.

Digitized by Google

2102. Age.—In consequence of the provisions of para. **467,** clause 3, and **2338,** the date of birth shown on the airman's attestation paper and certificate of service will not in any circumstances be altered. If, however, a statement is received from either the airman himself or from a parent or guardian that the airman's age is other than that shown on his documents, the applicant will be called upon to produce a birth certificate. If the statement as to the airman's correct age is substantiated, the following entry will be made on the attestation paper and the certificate of service:—

"Date of birth claimed on ..... (*date*) to be .....Verified by birth certificate.

Date..... Signature....."

2103. Service Abroad—Record of.—In order to provide a ready method of calculating the proportion of airmen's service pensions to be contributed by the Indian or other Colonial Governments, the Officer i/c Records will keep such records concerning service abroad as may from time to time be ordered by the Air Ministry.

2104. Identity Discs.—1. When the attestation of a recruit has been finally approved, two identity discs, as specified in para. **2537,** will be prepared for him by the equipment officer who issues his initial kit on entry. The information required for completing the discs (viz. the airman's name, initials, official number and religion) will be supplied to the equipment officer by the Officer i/c Records. The identity discs will be permanently attached to the airman's anti-gas equipment and secured to the "D" ring to which is attached the airman's name and number.

2 and 3. *Deleted.*

4. When an airman is discharged or transferred to the reserve, the identity discs will be forwarded with his service documents to the Officer i/c Records, who will then prepare Form 864 as necessary. The Officer i/c Records will retain in his custody the identity discs of every airman serving in the reserve. Upon mobilization of the reserve, or in the event of an airman rejoining for regular air force service, the discs will be transmitted with the documents of such airmen to the units to which they are posted.

5. *See also* para. **2132,** clause 3.

2105. Index Cards.—1. In every unit, index cards (Forms 678 and 678A) will be kept in respect of every airman borne on the strength of the unit.

2. Form 678 (trade index card) will contain details of an airman's trade and also a record of periods of leave granted. Form 678 will accompany an airman's documents when they are transferred from one unit to another, or are sent to the Officer i/c Records.

3. Form 678A (alphabetical index card) is the unit's own alphabetical record of all the airmen borne on its strength. The cards will not be

Digitized by Google

transferred from one unit to another, but each unit will prepare for its own use a card in respect of every airman who joins the unit on posting or attachment. Command or group headquarters at home will not maintain an index other than in respect of the airmen borne on the strength of the command or group headquarters.

4. While an apprentice or a boy entrant is serving at a school of training no record will be kept on Form 678 of the periods of leave granted to him; but if on posting to another unit on completion of training, the full period admissible under para. **1395,** or no leave at all, has been granted to him during the current leave year a note to that effect will be made on Form 678. In the absence of such a note it will be assumed that the airman's service counting for leave, under para. **1394,** clause 2, commences from the date of posting.

2105A. Record Cards—Airman Pilots.—At every unit a record on Form 373 will be kept (for purposes of routine administration only) in respect of every airman pilot belonging or attached thereto (including ex-airman pilots remustered to their basic trades and required to keep in flying practice). An additional Form 373 will be kept at group headquarters at home or command headquarters abroad in respect of every airman pilot serving in the group or command, but the form will not be maintained in other headquarters. The instructions in para. **2335,** clause 3, in regard to Forms 373 for officers will be followed so far as applicable. Forms 373 for airman pilots who become non-effective by discharge, transfer to the reserve or ceasing to be maintained in flying practice, will be forwarded to the Officer i/c Records. Forms 373 for airman pilots who die will not be forwarded to the Officer i/c Records but will be destroyed.

2106. Miscellaneous Record Sheet.—1. A miscellaneous record sheet (Form 125) will be prepared by the Officer i/c Records for every recruit whose attestation has been approved; but no assessment of the character of an apprentice will be made thereon prior to that occasioned by his passing out of the training establishment and no assessment of the character of a boy entrant will be made prior to his having both passed out of the training establishment and attained the age of 18.

2. Form 125 will invariably accompany the airman's certificate of service and will be completed whenever he is posted from one unit to another; but if the airman has served in the unit for less than one month his character and trade proficiency need not be assessed thereon.

3. In addition to the occasions on which assessments are necessary under clause 8, an airman's character will be assessed on the form when he is awarded detention summarily.

4. Form 125 is intended solely to supplement the information contained on the certificate of service and to provide assessments of character and trade proficiency for periods intervening between the assessments required by paras. **2138** and **2141,** and other details.

5. When an airman has shown that he possesses qualifications which would indicate that he is likely to be useful in a voluntary band an entry

Digitized by Google

should be made in column 7 of the form giving information as to his qualifications, e.g. "good violinist," "fair trombone player," &c. Any such entry made will be notified to the Officer i/c Records.

5A. When an airman has completed the annual musketry and/or pistol courses or anti-gas training, a suitable one line entry will be made on the form.

6. When an airman's rank is changed on promotion, appointment or reduction, the old rank will be crossed out and the new rank or appointment written in ink above.

7. When an airman is posted to another unit, his C.O. will record his opinion as to the airman's fitness for promotion or reclassification by inserting at column 6 either "Specially recommended," "Recommended" or "Not recommended" (*see* para. **498,** clause 3, as to the use of these terms).

8. Assessments of character and trade proficiency in the airman's present rank will be recorded in columns 4 and 5 as directed in paras. **2138,** clauses 2 and 3, **2140,** and **2141.**

8A. If an airman has completed 15 years' qualifying service for the Long Service and Good Conduct Medal his C.O. will state whether or not the airman is recommended for the medal.

9 to 11. *Deleted.*

12. *See* para. **3449,** clause 13, as to entry of previous service counting towards progressive pay.

13. The form will be signed by the C.O. himself and not by another officer "for C.O." In the absence of the C.O. the form will be signed by the officer actually in command. In depôts and technical training schools the C.O. may delegate this duty to the section commanders if of the rank of squadron leader or above. In the absence of such an officer the form will be signed by the C.O. of the unit.

14. An entry in column 2 of Form 125 will be made on posting to another unit when a period has been disallowed under para. **1178,** clause 3. An entry is unnecessary in respect of a service entry on the conduct sheet which would automatically retard the date of award or restoration. The actual period disallowed, in months and days, will be stated. Where no disallowance has been made under para. **1178,** clause 3, the space in column 2 of Form 125 will be struck through.

15. When an entry is made in accordance with clause 14, the date from which "V.G." time for badge purposes should be calculated will be inserted in column 3. An entry will also be made in this column, when, notwithstanding that the airman's conduct has been assessed on his certificate of service or miscellaneous record sheet as less than "V.G.," the C.O. allows a portion of the time so assessed to reckon as "V.G." time for badge purposes.

2107. Absent Voter's Card.—Form 514 will be prepared as laid down in A.P. 1444 in respect of every airman who is entitled to a parliamentary

Digitized by Google

vote. The card, together with any declaration affecting the airman's registration as a parliamentary voter, will be kept inside the airman's certificate of service, which it will invariably accompany, except when the latter is transmitted to another authority in connection with some application by, or other action on behalf of, the airman. On these occasions the card will remain with the unit and will be temporarily attached to the airman's trade index card (Form 678).

2108. Warrants—Disposal of.—1. Where a warrant officer or warrant officer, 2nd class, promoted to such rank after 31st March, 1921, is reduced to non-commissioned rank or to the ranks, either by sentence of court martial or by order of the Air Council or, on active service, by order of a competent officer, the warrants or warrant held by him will be withdrawn and forwarded to the Officer i/c Records for transmission to the Air Ministry for cancellation.

2. Where a warrant officer or warrant officer, 2nd class, promoted to such rank after 31st March, 1921, is permitted to revert at his own request to non-commissioned rank or to the ranks, the warrants or warrant held by him will be withdrawn and forwarded to the Air Ministry for cancellation, or endorsement and return to the airman for his retention, as the Air Council may direct.

2109. Applications relating to Airmen.—1. Except as provided in clause 2, whenever any application is made regarding any question relating to the service, rank, pay, pension, posting, transfer to the reserve or discharge of an airman, the covering letter will contain all relevant details and service documents or copies thereof will not be forwarded. Applications submitted to the Air Ministry otherwise than through the Officer i/c Records (as under certain items of paras. **651** and **652**) will, however, be accompanied by Form 200 and copies of service documents as necessary.

2. Specific instructions as to the submission of documents are contained in—

(*a*) para. **615**, applications for extension of service, re-engagement or continuation in the service;

(*b*) paras. **504** and **1208**, recommendations for discharge on account of inefficiency or for misconduct;

(*c*) para. **1233**, applications for trial by court martial;

(*d*) para. **252**, applications for the Long Service and Good Conduct Medal;

(*e*) para. **1186**, applications for G.C. badges;

(*f*) para. **504**, applications for reduction, reclassification, or remustering for inefficiency.

3. When an application from a unit abroad which would normally be accompanied by service documents has to be sent home, Form 200 and certified true copies of conduct sheets and the miscellaneous record sheet will be forwarded in place of original documents.

4. In certain circumstances, higher formations or the Officer i/c Records may find it essential to call for all documents, and when this occurs every endeavour will be made to return the documents with as little delay as possible.

Digitized by Google

2110. Alteration of Documents.—1. When approval is given (*a*) under para. **1150** or under Section III of Chapter XVI for the cancellation, reduction, mitigation or variation of any punishment awarded, or (*b*) under para. **616** for the restoration of any forfeited service, or (*c*) under Section III of Chapter VII for the forfeiture or restoration of any decoration or medal, or (*d*) under Section VI of Chapter XV for the forfeiture, deprivation or restoration of any G.C. badge, the C.O. will be careful that the certificate of service, conduct sheet and any other document of the airman concerned are duly amended as the circumstances require (but *see also* para. **2153,** as to the conduct sheet).

2. The C.O. will give due consideration to the effect which any alterations made in accordance with clause 1 have upon an airman's character assessments and G.C. badges, and will take care that any alterations in the airman's favour necessitated thereby are duly brought to notice and recorded on his documents.

3. Every alteration which, under this para., is required to be made will, in the first place, be inserted on the casualty form (Form 739).

4. *See also* para. **2111.**

2111. Compilation and Accuracy of Documents.—1. Except as provided in para. **2173,** a C.O. will be responsible that the service documents of airmen under his command are accurately, neatly and carefully compiled, and that all entries made thereon are made in accordance with the regulations and with any special instructions issued from time to time. Once a year the adjutant will satisfy himself by personal examination that all the service documents (including Form 514) of every airman in the unit are in the unit's possession and that they are correct in every respect. Such an inspection will normally be carried out in conjunction with the annual check by the accountant officer of the pay ledger with airmen's documents under para. **2800,** clause 6. He will bear in mind that irregularities and omissions in the compilation of an airman's certificate of service and conduct sheets may have serious consequences for the airman during and at the end of his service, and may permanently affect his career subsequently in civilian life.

2. Errors and alterations in entries will not be erased: they should be ruled through and initialled by a responsible officer. When directions are given for an entry to be expunged, it will be completely obliterated by means of ink. The obliteration will be supported by inserting the number and date of the authority and the initials of the officer expunging the entry.

3. An air or other officer commanding will arrange for the airman's documents to be examined by a member of his staff during his annual inspection of a unit.

4. An air or other officer commanding will give directions for the careful scrutiny by a member of his staff of all airmen's documents which may from time to time pass through his office with a view to detecting and correcting irregularities.

2112. Custody of Documents.—1. A C.O. will be responsible for ensuring that when an airman is posted to the unit under his command he receives for him the documents, complete with their several enclosures, specified in para. **2098.**

2. An airman's service documents will be handled with every possible care and will not on any account be folded: when not in use they will all,

Digitized by Google

with the exception of Form 48 (*but see* para. **2171,** clause 1), Form 1862 and Form 678, be kept together in an envelope (Form 445). The envelope (Form 445) will be filed alphabetically.

3. Medical history envelopes (Form 48) will be kept as directed in para. **2171.**

4. The adjutant will be directly and personally responsible to the C.O. for the care and custody of such of the airmen's documents as are required, under clause 2, to be kept in the envelopes (Form 445): he will similarly be responsible for trade index cards (Form 678) and alphabetical index cards (Form 678A).

2113. Documents to be Available for Officers' Use.—1. The C.O. of a unit will provide facilities for the subordinate commander under whom an airman is serving to see and examine his service documents on their receipt in the unit and to have access to them as and when necessary.

2. As soon as the service documents of an airman are received, the accountant officer is to be given an opportunity to scrutinise them in order to enable him to comply with para. **2804.**

2114. Airmen Admitted to Hospital.—When an airman is admitted to a service hospital, his medical history envelope will accompany him. The remainder of his service documents will be retained in the custody of his unit until such time as he is struck off the strength of that unit. They will then be forwarded, for a unit at home, to the Officer i/c Records, who will bring them up to date and dispose of them as requisite.

2115. Airman Sent to Detention Barracks or Prison.—1. When an airman is committed to a detention barrack his conduct sheets and medical history envelope will be sent to the commandant of the detention barrack. Copies of conduct sheets will be retained by the unit if it is desired to make application for the airman's discharge. The remainder of the airman's documents will be retained in the custody of his unit.

2. When an airman is committed to prison (military, air force or civil) on a sentence of penal servitude or imprisonment, his conduct sheets and medical history envelope are required, under para. **1208,** for use in connection with his discharge. Copies only, therefore, of these documents will be sent to the governor of the prison. For this purpose, so far as the medical history envelope is concerned, application will be made to the air or other officer commanding for the issue of a temporary Form 48, in which the medical officer will insert a short extract showing any important details of the airman's medical history (*see also* para. **1194,** clause 3).

2116. Transmission of Documents.—1. When an airman is moved his documents will be disposed of as follows:—

(*a*) When he is posted from one unit to another at home or abroad (unless on active service), or when embarked in an aircraft carrier.	Documents specified in para. **2098** will accompany the airman.
(*b*) When he is attached to another unit for a course of instruction or duty for a period exceeding one calendar month. (If the attachment is for a shorter period, no documents will be transmitted.)	Conduct Sheets only (Forms 120 and 121) will accompany the airman.

Digitized by Google

(*c*) When he is attached to a naval or military unit for a course of instruction, or lent to another government.	Documents specified in para. **2098,** will be sent to the Officer i/c Records who will be responsible for keeping them up to date.
(*d*) When embarked in one of H.M. ships other than an aircraft carrier.	Documents specified in para. **2098** will be retained and maintained by the R.A.F. headquarters or unit on the strength of which the airman is borne for pay, with the exception that Forms 48, 120 and 121 and Form 200 (in lieu of Form 280) will accompany the airman to the ship.

Except as provided in clause 2, the documents will be sent, where possible, with the draft in a sealed envelope in the custody of the officer, warrant officer or N.C.O. in charge of the draft, who will give a receipt for the documents in bulk. Where documents cannot accompany the airman they must be forwarded with as little delay as possible after him. On reaching the airman's new unit, they will be checked and their receipt recorded in accordance with the instructions on Form 445. Form 591 or 591A will be used in connection with the transfer of separate documents unaccompanied by the certificate of service and Form 445.

2. When airmen are to proceed by packet unaccompanied by an officer, their documents will be sent by post to their destination.

3. When airmen are posted from the home establishment to a unit abroad (except under active service conditions) and they are to proceed in a transport or freightship, the following procedure will be carried out:—

(*a*) The units from which the airmen are posted will, when they proceed direct to the port of embarkation, forward their service documents to the Officer i/c Records on the date notified by that officer, which will normally be at least 48 hours before the airmen are due to embark.

(*b*) The C.Os. of units from which the airmen are posted will be responsible that the airmen's documents are complete and up to date. They will check, as late as possible prior to the departure of the airmen on leave, the particulars of the next-of-kin of each airman with those shown on his certificate of service. They will ensure that any necessary amendments are made thereon.

(*c*) The Officer i/c Records will satisfy himself that the documents are complete and that the entries are up-to-date. The Officer i/c Records will take steps to replace any documents (other than Form 1862) that may be missing and forward them in due course to the airman's unit abroad.

(*d*) The Officer i/c Records will hand over to the O.C. R.A.F. on board the transport, all the airman's service documents for safe custody, and obtain a receipt for them in bulk. When the documents are again handed to individual draft conducting

Digitized by Google

officers on arrival at the port of disembarkation, receipts will be given, and draft conducting officers will themselves obtain receipts when finally handing over the documents at the airman's destination.

4. When airmen are posted from abroad to the home establishment, or from one command to another abroad, the procedure laid down in clause 3 will be applied generally with such modifications to suit the different circumstances as the air or other officer commanding may prescribe. On arrival at the port of disembarkation in the United Kingdom the documents will be handed over to the embarkation officer for transmission to the Officer i/c Records, who will check the documents and dispose of them as necessary.

5. *Deleted.*

6. Whenever an airman's documents are transmitted from one authority to another, the schedule of contents on Form 445 will be completed by the transmitting authority and the receipt section of the form by the receiving authority in accordance with the instructions on the form. The documents will be despatched by ordinary post except where the circumstances, in the opinion of the sender, justify the use of registered post.

2117. Disposal of Attestation Paper and other Documents.—1. Airmen's documents in the possession of units will be disposed of as follows:—

On desertion—to be retained by the C.O. for one year, and then forwarded to the Officer i/c Records.

On discharge or transfer to the reserve—to be forwarded forthwith to the Officer i/c Records, who will complete the certificate of service and forward it to the airman, except on discharge to a commission or cadetship when it will be transmitted with all other documents to the Air Ministry.

On death—to be forwarded forthwith to the Officer i/c Records, who will complete the certificate of service and transmit it to the next-of-kin when forwarding the personal effects.

2. The Officer i/c Records will retain airmen's documents until after the expiration of the periods laid down in the Public Record Office Schedules of Air Ministry and Air Force Documents (*see* Appendix III) for the time being, when suitable arrangements will be made for their destruction.

2118. National Health, Widows', Orphans' and Old Age Contributory Pensions and Unemployment Insurance Documents.—Instructions for the preparation, custody and disposal of national health, widows', orphans' and old age contributory pensions and unemployment insurance documents are contained in A.P. 980.

SECTION II.—THE CERTIFICATE OF SERVICE.

2130. Preparation for Recruits.—The Officer i/c Records will, as soon as the attestation of a recruit has been approved, prepare a certificate of service (Form 280) for him from the attestation paper. He will enter on the certificate the airman's full name, official number, date and place of birth, age on entry, occupation in civil life,

Digitized by Google

trade in the R.A.F., religious denomination, details of his engagements in the R.A.F., details of any prior engagement in H.M. forces, if married the particulars of the marriage, and the airman's personal description. The form will then be forwarded to the unit to which the airman is posted with his other service documents.

2131. Documents to be Enclosed in Form 280.—1. The following documents relating to an airman will be kept enclosed in his certificate of service as and when their preparation for him becomes necessary:—

(*a*) Record of trade test (flimsy of Form 167).
(*b*) *Deleted.*
(*c*) Absent voter's card (Form 514).
(*d*) Miscellaneous record sheet (Form 125).
(*e*) The original service certificate, or an authenticated copy thereof, of an airman who transferred from the R.N., R.M. or Royal Naval Air Service to the R.A.F.
(*f*) A Form 200 prepared by the Officer i/c Records from his military documents, for an airman who transferred from the Army, including the Royal Flying Corps, to the R.A.F.
(*g*) The Form 280 of a discharged airman who re-enlists.
(*h*) *Deleted.*
(*j*) A certificate awarded under the provisions of para. **251.**
(*k*) Service and general conduct sheets (Forms 120 and 121).
(*l*) Publications (Personal Issues) Card (Form 506).

2. Pins will not be used in attaching documents to the certificate of service.

2132. Entries—How to be made.—1. An airman's occupation in civil life will be described precisely and not in general terms, e.g. " invoice clerk " or " ledger clerk " and not " clerk."

2. On page 1 the " Trade in Royal Air Force " will be that to which the airman is mustered on entry. If, under para. **472,** clause 4, a recruit is accepted and mustered to group V for training in a trade, his trade will be described as " aircrafthand (for training as. . . . .)." When any subsequent remusterings take place, they will be recorded in the appropriate column on page 2 and the entry on page 1 will not in any circumstances be altered.

3. The religious denomination, as declared by an airman on first entry and recorded on his certificate of service, will not be altered except as provided in para. **835.** If permission to change the religious denomination of an airman is given care will be taken to inform the Officer i/c Records and to ensure that his identity discs are altered in conformity with the change.

4. Terms of enlistment will be expressed by inserting the number of years' service with the regular air force followed by the number of years of reserve service, e.g. " 4 and 8."

5. When an airman extends his service or prolongs his engagement under para. **611** or **611A,** the details of the extension or prolongation, extracted from Form 82, will be entered in the column headed " Current Engagement in H.M. Forces."

6. When an airman is permitted to re-engage the entry " 24 years " will be inserted at " Period re-engaged for." When an airman is per-

Digitized by Google

mitted to continue in the service under para. **613**, the fact will be recorded at the bottom of the "Prior engagement" column in the following manner— "To continue in the service beyond 24 years."

7. The section "Prior engagement in H.M. forces" will be used solely for recording engagements following which the man is discharged (as opposed to transferred) and, at a later date, enlisted either into the R.A.F. or into one of the other of H.M. forces from which he transfers into the R.A.F. The amount of service allowed to reckon as service and/or qualifying service for pension will be shown in manuscript. This notation will in no circumstances be made except on the authority of the Officer i/c Records which will be quoted in the entry. The information will be communicated to the airman's C.O. without application from the unit.

8. The entries at "Date transferred to Royal Air Force Reserve" and "Date recalled from Royal Air Force Reserve" will be made by the Officer i/c Records.

9. The record of person (or persons) to be informed of casualties will be entered in pencil only, and will be checked annually on 30th June by questioning the airman. Any amendments which are at any time necessary will be reported to the Officer i/c Records as soon as they have been brought to notice (*see also* para. **2116**, clause 3 (*b*)).

10. If an airman marries after entry into the R.A.F. the particulars of marriage will be filled in from the marriage certificate which is required under the provisions of para. **2363**. If an airman divorces his wife or is divorced, the entry will be ruled through, and the word "Divorced" written above the wife's maiden name, the number and date of the casualty form being quoted as the authority.

11. A C.O. will ensure that the "Description of Person" is recorded on the certificate on the occasions referred to thereon.

12. (*a*) The "Discharge Particulars" and "Certificate of Discharge" will be filled in on discharge by the Officer i/c Records, and the airman will sign his name in the space provided.

(*b*) The top right hand corner of the front page of the certificate of service will be cut off when the airman is discharged with a "bad" character or with disgrace*, or if specially ordered by the Air Council.

13 (*a*) The whole of an airman's regular air force service will be accounted for under "Movements and casualties": consequently whenever an airman is taken on the strength of a unit on posting his certificate must be noted accordingly by filling in the "Date of effect" which will be the date of arrival at his new unit. For movements to, from and between commands abroad, two entries will be made: the first entry will show, as the "date of effect", the actual date on which the airman leaves his unit in the old command for the purpose of proceeding for embarkation: the second entry will show, as the "date of effect," the date of arrival in the first unit in the new command. On posting to the home establishment these entries will be made in the following manner. "H.E." will be inserted in the third column of page 2.

* The expression "discharged with disgrace" is defined in Section 32 (2) of the Air Force Act as discharged with ignominy, discharged for misconduct, or discharged on account of conviction for felony or of a sentence of penal servitude.

Digitized by Google

On the airman's arrival at his new unit at home, " H.E." will be inserted in the second column of page 2, and the unit and date of arrival in the third and fourth columns respectively. Similarly, when an airman is posted to a command abroad the unit at home will insert in column 3 of page 2 of Form 280 the command to which the airman is proceeding, and upon his arrival in the unit abroad, this unit will be shown in the next line, the date of effect being the date of arrival in the command.

(*b*) Detachment and attachment will not be shown on the certificate of service.

(*c*) *See* para. **2101** as to the action to be taken when an airman is illegally absent.

14. Every promotion, appointment, reclassification, reduction, reversion or remustering will be shown in the section " Promotions, reductions and remusterings." Remustering will include the trade and group to which the airman is remustered. Appointments to, reversions from, and deprivations of temporary acting (paid and unpaid) rank will be described accordingly. When an airman consents voluntarily to be remustered in the circumstances referred to in para. **504**, clause 8, the fact will be so recorded in this section, and the written application will be forwarded to the Officer i/c Records for custody with the airman's permanent record.

15. G.C. badges will be entered as 1st, 2nd or 3rd as they are awarded, deprived or restored. The " date of effect " will be the date from which the award, deprivation or restoration is made, and not the date of the " authority " promulgating it. The amount of service in respect of previous engagement or engagements permitted to count towards the award of G.C. badges will be shown in manuscript in this section on the authority of the Officer i/c Records who will communicate the information to the C.O. without application from the unit.

16. (*a*) The C.O. of the school or unit at which the airman undergoes a course of instruction, or the C.O. of the unit in regard to tests for promotion, reclassification or remustering, will enter in the section " Special Qualifications " particulars of the courses and examinations attended or taken by the airman. The kind of examination, assessment if the airman passed, and percentage of marks attained will be recorded in accordance with the information contained on Form 167 or 292, whichever is applicable, assessments of proficiency being recorded in accordance with para. **2141**, clause 3. The words " passed " or " failed " will not be used, but the percentage of marks obtained will be expressed in such a form as to indicate clearly whether the airman passed or failed. These instructions apply to aircraft apprentices, boy entrants and apprentice clerks, and " examination " in their case includes a passing-out educational test.

(*b*) Special qualifications,* not included in an airman's trade but likely to be of value to the service, will invariably be included in this section, after promulgation in casualty forms as provided in clause 18.

* Examples are—
Knowledge of languages or shorthand; successes in the higher education test, including " distinctions " in individual subjects; award of the R.A.F. educational certificate and of the Curtis Memorial Prize; possession of technical or professional qualifications of standing under external bodies, such as the Royal Aeronautical Society.

Digitized by Google

(*c*) The following notation will be made in the section "Special Qualifications" when an airman has volunteered under para. **506**, clause 1 (*a*), for future training as an airman pilot on passing out of a training establishment; has been recommended by his C.O. under para. **506**, clause 1 (*b*), on 31st December or on posting to another unit; or has been recommended by the air or other officer commanding for training as an airman pilot under para. **506**, clause 2, or for training as an air observer:—

(i) *For all airmen.*
Under the heading "Authority" will be inserted "K.R. 2132 (16)".

(ii) *For an airman passing out of a training establishment.*
Under the heading "Description and Place" will be inserted "Volunteered for training as airman pilot" or "Volunteered and specially recommended for training as airman pilot".

(iii) *For an airman recommended by his C.O.*
Under the heading "Description and Place" will be inserted "Recommended for training as airman pilot", "(Annual recommendation)" or "(Recommendation on posting)", as applicable, being added.

(iv) *For an airman recommended by his A.O.C.*
Under the heading "Description and Place" will be inserted "Recommended by the air or other officer commanding for training as airman pilot (or as air observer)".

Opposite each notation will be inserted the date and the signature of the officer making the notation.

17. The section "Time forfeited" will contain entries of all time which will not count as qualifying service for pension in accordance with para. **3672**, clause 4. If an apprentice's or a boy entrant's engagement reckons from the age of eighteen no notation need be made in respect of forfeiture of service prior to his attaining the age of eighteen. All restoration of forfeited service will be shown in this section, together with the authority for such restoration. These instructions will apply equally to an airman who has a vested right to consideration for a service pension under regulations other than those contained in Chapter XLII.

18. Throughout the certificate, wherever it is necessary to quote "authority," the authority will be the number and date of the casualty form (or daily routine order, part II, in India) in which the entry to be made appears, except where the Air Ministry specially direct any particular entry to be made, when the authority will be the number and date of the Air Ministry letter or order dealing with the matter.

19. (*a*) The following will be recorded* under "Casualties, wounds, medals, etc.":—

(i) The award of a certificate under para. **251**. The forfeiture of the certificate will be similarly recorded.

(ii) The grant, forfeiture and restoration of medals and decorations. When a medal or decoration is awarded to an airman after he has left the regular air force, the Officer i/c Records will obtain

* Copies of the orders under (iii) and (iv), and reports of donations in connection with transfusions of blood, etc., under (vi), should be forwarded to the Officer i/c Records for notation in the airman's permanent record.

Digitized by Google

from the airman his certificate of service and will make the necessary entry thereon.

(iii) Any special act of gallantry or instance of distinguished conduct which has been brought to notice in group or other superior orders, or in despatches, either on active service or directly in the course of duty.

(iv) Any special act of gallantry or instance of distinguished conduct when the airman was not on duty and which is published in orders on the authority of the A.O.C.

(v) Any Air Ministry letter of commendation.

(vi) When an airman, under the supervision of the O.C. hospital, volunteers and acts as a donor in connection with transfusion of blood or in connection with anti-measles serum, or who undergoes as a volunteer an operation for skin-grafting or inoculation with an experimental vaccine*.

(*b*) *Deleted.*

(*c*) When the individual award of a decoration, medal or "Mention in Despatches" is recorded, the date of the *London Gazette*, the number and date of the A.M.O. in which the award was promulgated, or, for the R.A.F. Long Service and Good Conduct Medal, the number and date of the Air Ministry letter approving the award, will be inserted in the column "Authority." Unless the effective date of the award is specially indicated, the column "Date of Effect" will be left blank.

(*d*) In the case of general awards, i.e. the General Service Medal and clasps, etc., the number and date of the A.M.O. setting forth the conditions under which the medal, etc., is granted, will be recorded on the certificate of service as the "Authority" for the award, but no entry will be made in the column "Date of Effect." The grant of war medals for service during the late war will be recorded on the form but no entries need be made in either of the columns "Authority" or "Date of Effect."

(*e*) Except as provided in sub-clause (*f*) no entry will be made on page 4 of the form in respect of medals, etc. (whether those referred to in sub-clause (*c*) or (*d*) above), if received in respect of service prior to 1st April, 1918, or date of enlistment into the R.A.F., if later. If on enlistment into the R.A.F. a man claims previous service in H.M. forces, the Officer i/c Records, R.A.F., will ascertain the medals, etc., earned in respect of such previous service and will in due course communicate details thereof to the airman's C.O., who will record the awards, not on page 4 of the form, but under the heading "Prior engagement in H.M. Forces" on page 1.

(*f*) If an airman has been awarded a decoration or medal for service other than in H.M. forces, the C.O. of his unit will report the circumstances to the Air Ministry. In approved cases authority will be given for the making of suitable entries on page 4 of the form.

19A. When a recommendation for the promotion of an airman to commissioned rank has been submitted to the Air Ministry by an air or other officer commanding, he will (*a*) instruct the C.O. of the unit in which the airman is serving to enter the recommendation in the

* Sick leave as necessary, not exceeding 21 days, may be granted to such an airman under para. **1401** (*b*) at the discretion of the medical officer.

Digitized by Google

"Casualties," etc." section on page 4 of the form; and (*b*) forward a copy of the instructions to Officer i/c Records in order that the airman's permanent record may be noted.

20. When entering dates, the day of the month will always precede the month of the year—thus 25 Apl. 1920, and not Apl. 25, 1920. The months of the year will be entered as follows—Jan., Feb., Mch., Apl., May, June, July, Aug., Sep., Oct., Nov., Dec.

21. The use of india-rubber stamps on certificates of service is forbidden.

22. *See also* para. **2110.**

2133. Certificates Tampered with, Defaced or Lost.—1. If it appears that a certificate of service has been tampered with, the C.O. will at once forward the suspected document with a report, through the usual channels, to the air or other officer commanding, who will transmit the report and document through the Officer i/c Records, who will attach any relevant information and submit the matter to the Air Ministry.

2. If a certificate of service is lost, or becomes so far defaced as to be illegible, application will be made by the C.O. to the Officer i/c Records, who will prepare a new Form 280 from the records in his possession. In making his application the C.O. will explain the circumstances attending the loss, or will forward the certificate considered to be illegible.

2134. Certificates Lost by Reservists and Discharged Airmen.—A duplicate or copy of a certificate of service, or an extract from official records, will not be issued for a discharged airman or reservist who loses his certificate of service except where the loss is the result of fire or shipwreck, which must be vouched by a statutory declaration. If a discharged airman or reservist loses his certificate of service in any other circumstances the Officer i/c Records may issue a brief statement, duly certified, showing—

(*a*) particulars of the airman's service, together with assessments of character and trade proficiency; special courses; decorations and medals; and

(*b*) that it is issued in consequence of the person named having reported the loss of his certificate of service.

2135. Certificates on Re-enlistment.—In the event of a discharged airman being re-enlisted his certificate of service will be taken from him and will be retained inside the new Form 280 which is prepared on re-enlistment. On final discharge, or transfer to the reserve, both certificates will be given to the airman.

2136. Reservists Rejoining or Mobilized.—A reservist who is permitted to rejoin for regular air force service, or who is mobilized from the reserve, will, on rejoining, hand in his certificate of service which will again be taken into use, unless its condition renders this procedure impossible, when a new certificate will be prepared by the Officer i/c Records, the old one being retained as in para. **2135.** In the event of mobilization the Officer i/c Records will prepare a new certificate of service for each reservist who has lost the original.

2137. Airmen to see Certificates.—Every airman will be afforded an opportunity to read his certificate of service, where it is in possession

Digitized by Google

of the unit, once every year as soon as possible after 1st January. The C.O. will investigate any question which an airman may raise as to the accuracy of his certificate in any particular.

2138. "Character"—When to be Recorded.—1. The character of an airman will be recorded on page 3 of his certificate of service on the following occasions:—

(*a*) On 31st December in each year, except for an airman awaiting trial for desertion or undergoing imprisonment, or detention awarded by court martial, and subject to clause 5 in the case of an apprentice or a boy entrant.

(*b*) When awarded imprisonment or detention by sentence of court martial.

(*c*) On being declared to be illegally absent without leave.

(*d*) On transfer to the reserve.

(*e*) On discharge from the service.

All assessments of character will be approved and signed by the C.O. In depôts and technical training schools the C.O. may delegate this duty to the section commanders if of the rank of squadron leader or above. In the absence of such an officer the form will be signed by the C.O. of the unit. At all units it is left to the discretion of the signing officer as to how far he personally investigates the correctness of each assessment.

2. If an airman to whom clause 1 (*b*) applies, returns to duty within the year, his character for the period intervening between the date of his return and the end of the year will be assessed on 31st December without reference to the period of imprisonment or detention. The same principle will be applied, with reference to the period intervening between the date of his return and the date of his posting to another unit should this take place before 31st December, when his character is being assessed on Form 125 in accordance with para. **2106.**

3. If an airman to whom clause 1 (*c*), (*d*) or (*e*) applies rejoins the service within the year, the assessed character awarded on 31st December will, unless the airman is awaiting trial at the end of the year for desertion (*see* clause 1 (*a*)), cover the whole of the year, the intermediate character awarded on his being declared to be illegally absent without leave, or on his discharge, or transfer to the reserve being ruled out.

4. Any airman who may be absent on detached duty, or undergoing punishment not awarded by court martial, or in hospital, on 31st December in any year, will have his character to that date assessed from his conduct sheet on his arrival at the unit to which he is posted, or to which he may return, the assessment being made by the C.O. of that unit. On 31st December in each year the Officer i/c Records will assess the character of an airman who is (*a*) on duty or under training in the R.N. or Army, or (*b*) lent to another government. To enable him to do so he will apply for any available relevant information which will, or may, affect the assessment, in the case of (*a*) to the officer under whom the airman is serving or receiving instruction, and in the case of (*b*) at his discretion to any British officer with whom the airman may be serving.

5. No annual assessment of the character of an apprentice or a boy entrant will be made until the end of the year in which he attains the age of 18 years.

Digitized by Google

2139. Care in Awarding Assessments of Character.—1. When assessing character the C.O. will always bear in mind that its value to the individual and to the service depends on the care and deliberation with which this important duty is performed; that the future prospects of the airman may largely depend on the character awarded; and that the certificate of service is often an airman's passport through life. The effect of character assessments on awards of G.C. badges and the Long Service and Good Conduct Medal must be carefully borne in mind.

2. In assessing the character of an airman the C.O. will consult the adjutant, the airman's subordinate commander and any other officer who may have special knowledge of his character; he will consider fully any intermediate assessments that have been entered on the miscellaneous record sheet and all the entries against him in the conduct sheets for the period covered by the assessment, and also his general character, so that this duty may be performed justly and with proper deliberation.

3. In all questions relative to, or dependent upon, an airman's character the notations made upon his certificate of service will be considered as conclusive subject only to revision under the authority of the Air Ministry. Should the certificate appear to have been tampered with the C.O. will immediately report the particulars in the manner laid down in para. **2133.**

2140. Character—How Assessed and Recorded.—1. The following general rules will be observed in the assessment of character, but the C.O. may always exercise his discretion within the limits prescribed, viz:—

(*a*) "Good."—Except as provided in clause 2 a higher character than "Good" will not be given to an airman if, during the period for which his character is being assessed, he has been sentenced to be punished in any of the following ways:—

(i) Reverted, reduced in rank or deprived of seniority, for misconduct.

(ii) Deprived of Long Service and Good Conduct Medal or G.C. badge.

(iii) Sentenced to field punishment by court martial, imprisonment, or detention, for periods up to but not exceeding twenty days aggregate.

(*b*) "Fair."—A higher character than "Fair" will not be given to an airman if, during the period for which his character is being assessed, he has been sentenced to field punishment by court martial, imprisonment, or detention, or any two or more of these punishments, for 21 days or more up to but not exceeding 60 days in the aggregate.

(*c*) "Indifferent."—A higher character than "Indifferent" is not to be given to an airman if, during the period for which his character is being assessed, he has been sentenced to field punishment by court martial, imprisonment, or detention, or any two or more of these punishments for 61 days or more in the aggregate.

2. The C.O. may assess an airman's character as "V.G.*" once during his career, although he may have been punished and such punishment has rendered him ineligible for "V.G.," but not ineligible

Digitized by Google

for "Good," under clause 1. This privilege is granted in order that an airman may not by one slip forfeit the rewards due to an otherwise unblemished record. It will not, therefore, be allowed unless the C.O. is entirely satisfied with the behaviour, conduct and work of the airman for the year, apart from the offence in question. An airman who has previously received a character below "V.G." is not eligible for the concession. "V.G.*" will be regarded as equivalent to "V.G." for all purposes, the asterisk being placed against the award only in order to ensure that an airman does not receive such special consideration more than once during his service.

3. Imprisonment by the civil power will be taken into consideration in the assessment of character when the offence is one that has brought disgrace or discredit on the uniform, the service, or the position which the offender holds, and a character inferior to that which might otherwise be given under clause 1 may be awarded on this account if approved by the air or other officer commanding.

4. Characters will be recorded as follows:—

"Very Good" to be written "V.G."
"Good" to be written "Good."
"Fair" to be written "Fair."
"Indifferent" to be written "Indifferent."
"Bad" to be written "Bad."

5. When an entry is made on the certificate of service, the C.O. will sign on the same line as the character is written. If the unit is serving abroad under active service conditions, and service documents are not available, the entry will be made on Form 483 as provided in para. **2142.**

6. *Deleted.*

7. C.Os. of units (except units abroad on active service—*see* para. **2142**) will send to the Officer i/c Records a copy, on Form 483A, of the entries made on the certificate of service.

2141. Trade Proficiency—Assessment of.—1. The same care and precaution will be observed in assessing trade proficiency as in assessing character (*see* paras. **2138** and **2139**).

2. An assessment of trade proficiency will be made on an airman's certificate of service—

(*a*) on 31st December of each year, except for—
(i) an airman awaiting trial for desertion, or undergoing imprisonment, or detention awarded by court martial;
(ii) an apprentice;
(iii) a boy entrant who has not passed out of the training establishment or who, having passed out, has not yet attained the age of 18;
(*b*) when awarded imprisonment, or detention by sentence of court martial;
(*c*) on being declared to be illegally absent without leave;
(*d*) on transfer to the reserve;
(*e*) on discharge from the service.

Digitized by Google

2A. Trade proficiency will be assessed under the following headings:—

A. (i) Skill as tradesman (applicable to airmen below the rank of sergeant or paid acting sergeant).

(ii) Proficiency as pilot, air observer or full-time air gunner (applicable to airmen so mustered).

B. Ability as technical warrant officer or N.C.O., i.e. as foreman-manager, foreman or supervisor in his trade.

C. Administrative ability as warrant officer or N.C.O.

The terms "tradesman", "technical", etc., are used in a broad sense and cover clerks, aircrafthands, etc., as well as airmen whose employment is in the narrow sense technical.

3. Trade proficiency will be recorded as follows:—

"Exceptional" to be written "Ex."
"Superior" to be written "Supr."
"Satisfactory" to be written "Sat."
"Moderate" to be written "Mod."
"Inferior" to be written "Inf."

4. The award of "Ex." will be used only for airmen who stand out unmistakably among their fellows, both in natural capacity and efficiency in the performance of their duties. It will be awarded sparingly as the indiscriminate award of "Ex." lowers its value considerably. The number of "Ex." will not exceed four per cent. where the strength of the unit exceeds 400, or 5 per cent. when the strength is between 50 and 400: warrant officers, 2nd class, will be counted against the percentages allowed, but warrant officers will not be so counted. Where the strength at the time of assessment is less than 50 no limit of the award of "Ex." is fixed. Where, however, a C.O. has an airman under his command whose trade proficiency would be awarded as "Ex." but for the fact that the number of awards is limited as laid down above, he may submit the case, giving full reasons why he considers the award should be granted, to the air or other officer commanding, who will authorise this assessment of "Ex." if he considers the airman's proficiency warrants the award. The percentages prescribed above apply to assessments under each of the headings mentioned in clause 2A.

4A. Assessments under heading A will be made solely in respect of trade skill, without regard to rank. Airmen who undergo conversion courses in consequence of trade re-organisations should not suffer a lowering of assessment because they have not gained practical experience in the new trade at the time the assessment is made.

5. As regards assessments under headings B and C, the awards of "Supr." and "Sat." will normally apply to the majority of airmen, but "Supr." should not be awarded to an airman who is not recommended for promotion, although an airman who has not passed for promotion is not precluded from receiving this award. An award above "Sat." for the first assessment following promotion is only rarely justified, since the airman will have had insufficient time to gain the necessary experience in his new rank to justify the award of "Supr." or "Ex." It is in no way derogatory when, e.g. a corporal who has had two or more awards of "Supr." obtains "Sat." at the assessment following promotion to sergeant.

Digitized by Google

5A. When recording the trade proficiency assessment of an airman pilot, an air observer or a full-time air gunner, the trade classification and degree of proficiency columns of the certificate of service will be inter-spaced, e.g.

Rank.	Character.	Trade Classification.	Degree of Proficiency.			Date.
			A.	B.	C.	
Sergt.	V.G.	Fitter A.E. ..	(i) —	Supr.	Sat.	31st Dec. 1930
		Pilot	(ii) Sat.	—	—	

Directly-entered airman pilots (having no basic trade) will be assessed under headings A (ii) and C only.

6. When an assessment of trade proficiency is required to be made on the certificate of service (Form 280) of an airman under training for any trade including that of pilot, the entry " U/T " will be made in the " degree of proficiency " column. The airman's basic trade and trade in which he is receiving instruction should be inserted in the trade column.

6A. In the trade classification column of Form 280, an aircraft-hand qualified for, and employed on, service police duties should be entered as " Aircrafthand S.P."

7. C.Os. of units (except units abroad on active service—*see* para. **2142**) will notify the Officer i/c Records of assessments on Form 483A, as provided in para. **2140**, clause 7. In the case of fitters and riggers of all types engaged on aero-engine or airframe work, this form will be accompanied by a return showing the types of engines and types of aircraft respectively on which the airmen have qualified during the year under review.

2142. Assessment Abroad.—For airmen on active service abroad, whose certificates of service are not in the custody of the unit, the assessment of character and trade proficiency will be made as provided in paras. **2138** to **2141**, and the character and trade proficiency awarded will be entered on Form 483, which will be forwarded to the Officer i/c Records, who will enter the awards on the certificate of service. The entry will be attested by the signature of the Officer i/c Records, or of an officer deputed by him for that purpose.

SECTION III.—CONDUCT SHEETS.

2152. Conduct Sheets to be Kept.—1. Conduct sheets for airmen will be kept as follows:—

(*a*) A service conduct sheet (Form 120) for every airman, except that a sheet will not be opened for an apprentice or boy entrant until he attains the age of 18 years.

(*b*) A general conduct sheet (Form 121) for every airman below warrant rank.

Digitized by Google

2. The C.O. of the unit will be responsible for the custody and upkeep of both these conduct sheets under peace conditions and while on active service.

2153. Service Conduct Sheets.—1. Entries will be made on an airman's service conduct sheet in accordance with the instructions contained in this para.

2. Every conviction by court martial will be entered whether the sentence is wholly remitted or not; but no entry will be made of any charge upon which a finding of "not guilty" has been recorded. Entries will be made as follows:—

(*a*) The "statement" of the charge as set forth in the first appendix to "Rules of Procedure" will be entered. Where the "statement" does not disclose the full nature of an offence, such as in charges under Sections 11 and 40, Air Force Act, the purport of the "particulars" will be added thus:—

"Neglecting to obey local orders—bathing in the river at a prohibited hour"; or

"Conduct to the prejudice of good order and air force discipline—alcoholism."

(*b*) When the charge is under Section 19, and the particulars show that the offence was committed when on duty, or after having been warned for duty, the entry should be—

"Drunkenness—on duty" or

"Drunkenness—having been warned for duty."

(*c*) The original sentence, together with any alteration, revision or variation by the confirming officer, will be recorded in the column "Punishment awarded." Any remission, mitigation, or commutation subsequent to confirmation, with the date of the order and the name of the officer making it, will be recorded in the column for remarks, and the Officer i/c Records will be informed accordingly. The date of the original sentence will be recorded in the column "Date of award" with the word "Confirmed" and the date of confirmation immediately below it. (*See also* para. **2110** as to amending the corresponding entry on the certificate of service.)

(*d*) A finding of "guilty" need not be entered, but where the accused is found guilty of a cognate charge and the finding has been altered on revision, such alteration will be recorded in the column "Punishment awarded."

(*e*) When the record of a court martial is ordered to be removed, the entry of the conviction will be obliterated in the manner prescribed in para. **2111**, clause 2, the Officer i/c Records being informed accordingly (*see also* para. **2110** as to amending the corresponding entry on the certificate of service).

3. Every case of desertion or fraudulent enlistment in which trial has been dispensed with will be entered, the authority and the date of the order being quoted.

4. Subject to the provisions of sub-clauses (*a*), (*b*) and (*c*), an entry will be made for every case in which an airman has, by a court of ordinary criminal jurisdiction or by a court of summary jurisdiction,

Digitized by Google

been convicted or bound over to appear for conviction or judgment, or in which the case has been dismissed, but the airman ordered to pay costs.

(*a*) When the sentence of a court of summary jurisdiction for an offence other than drunkenness is a fine, and the offender has not undergone imprisonment in default of payment, or the airman has been bound over or the charge dismissed with costs against the airman, an entry will be made only if the offence has brought disgrace or discredit on the uniform, the service, or the position which the offender holds. Entries in respect of such offences must be authorised by an officer not below the rank of wing commander. When it has been decided to make no entry, the case will not be treated as a previous conviction on a trial by court martial. The casualty form in which the civil conviction is promulgated should state whether or not the conviction is to be recorded on the airman's conduct sheet.

(*b*) Offences committed prior to enlistment and dealt with by the civil power (whether before or after enlistment) will not be entered, or given in evidence against an airman on a trial by court martial. Offences committed in civil life, while in a state of desertion, will be entered and given in evidence before a court martial as previous convictions.

(*c*) Certified copies of all convictions by the civil power or orders of the court as to binding over or the payment of costs, will be annexed to the service conduct sheet, except in the case of an apprentice or boy entrant who has not attained the age of 18, in which case copies will be forwarded to the Officer i/c Records and filed with the permanent records. When the imprisonment awarded for any such conviction exceeds seven days, the certified record will be produced in evidence in the same manner as a former conviction by court martial. When the imprisonment is for seven days, or under, the conviction will be treated as an ordinary entry in the service conduct sheet. (*See* paras. **1177, 1178** and **1181** as to the effect upon G.C. badges and counting of time for badges.)

5. An entry will be made in respect of every instance of drunkenness as in para. **2154,** clause 3. In the circumstances referred to in para. **1152,** clause 5, when a charge of simple drunkenness is not preferred before a court martial, the C.O. will make an entry of the offence and his award, or make the following note in the column "Punishment awarded"—"No punishment; awaiting trial on another charge." If a court martial entry is subsequently made, the above entry will be bracketed with it, and will not be considered a separate entry.

6. An entry will also be made in the following cases:—

(*a*) Every severe reprimand of a N.C.O.

(*b*) Every reduction of a N.C.O. to a lower grade, or to the ranks, or reversion of an acting N.C.O., for an offence, but not for inefficiency.

(*c*) Every award of detention by the C.O.

(*d*) Every award of field punishment by the C.O. (on active service only).

Digitized by Google

(*e*) Every award by a C.O. of forfeiture of pay either (i) on active service, or (ii) under para. **1138**, clause 3, to airmen liable thereunder.

(*f*) For airmen below rank of N.C.O., confinement to camp for any period exceeding seven days.

(*g*) Punishments on board ship:—

(i) Such punishments, awarded to airmen below the rank of corporal in pursuance of the Order in Council of 13th July, 1942 (i.e. when airmen are embarked as passengers in H.M. ships), as are shown to be service conduct sheet entries in the schedule to that order (*see* A.P. 804, page 608, 1933 edition, page 623, 1939 reprint).

(ii) Every award to an airman borne on the books of one of H.M. ships of punishments Nos. 1 to 10 inclusive set out in Table II, Article 540, King's Regulations and Admiralty Instructions, and also any of the punishments Nos. 12, 13, 14 and 15 of that table when awarded for an offence of absence without leave exceeding 2 days, for drunkenness and for habitual leave breaking. One entry only will be recorded for each offence.

(*h*) Every offence entailing forfeiture of pay under the provisions of para. **3470**, except—

(i) where the offence is absence without leave not exceeding two days;

(ii) when the forfeiture is in consequence of a civil conviction for which a fine has been awarded and an officer of air rank has ordered, under clause 4, that an entry shall not be made;

(iii) when the offence was committed before enlistment.

(*j*) Any punishment awarded by—

(i) a board of visitors to airmen under sentence in an air force prison or detention barrack; or in a naval or military prison or detention barrack.

(ii) the visiting committee in a civil prison.

(*k*) Every conviction under Section 6, Reserve Forces Act, 1882, of a man enrolled in the reserve.

(*l*) Every case of admission to a hospital on account of alcoholism duly certified by a medical officer, whether it has been dealt with as an offence or not, will be entered in red ink, unless the airman has been tried on a charge based upon the same facts and acquitted.

(*m*) *Deleted.*

(*n*) For a warrant officer, a summary punishment under Section 47, Air Force Act.

7. The award by a C.O. of a deduction from pay under Section 138 (4), Air Force Act, will not by itself be entered in the airman's service conduct sheet; but if such a deduction is awarded conjointly with a summary or minor punishment which itself entails a service entry, the deduction will also be shown in the punishment column.

8. When an airman is posted from a unit one of the following certificates will be added on the next clear line of the conduct sheet and signed by the C.O. or by an officer or a warrant officer deputed by him—"Certified no entry. (*Signature, rank and unit*) (*Date*)" or "Certified no further entries. (*Signature, rank and unit*) (*Date*)."

Digitized by Google

9. When, under para. **1181,** clause 6, an airman forfeits G.C. badges automatically on the award of field punishment or detention the fact will be recorded in the " Remarks " column. Deprivation of G.C. badges in conjunction with the award by a C.O. of a summary or minor punishment will be recorded in the column " Punishment awarded."

10. Only the following offences or punishments will be recorded on the service conduct sheet of an apprentice or a boy entrant who has attained the age of 18 but has not passed out of the training establishment —drunkenness, detention, absence without leave exceeding two days, civil convictions (subject to clause 4) and forfeiture under para. **1138,** clause 3, of more than seven days' pay.

2154. General Conduct Sheets.—1. The C.O. of a unit is responsible that every award of punishment, except as detailed in clause 2, is entered on the general conduct sheet of the airman concerned.

2. The following offences will not be entered:—

(*a*) Offences exempt from entry on the service conduct sheet under para. **2153,** clauses 4 and 5.

(*b*) Offences (other than drunkenness or those involving forfeiture of pay under Section II of Chapter XXXIX) for which confinement to camp for one day, or its equivalent on board ship, or one extra guard or picket has been awarded.

(*c*) Offences (other than drunkenness or those involving forfeiture of pay under Section II of Chapter XXXIX) for which admonition has been awarded.

3. Every act of drunkenness committed by an airman will be entered in black ink, and numbered consecutively in red ink in the column provided for that purpose, the word " drunk " being underlined in red.

4. Every case of admission to hospital on account of alcoholism duly certified by a medical officer, whether it has been dealt with as an offence or not, will be entered in red ink, unless the airman has been tried on a charge based upon the same facts, and acquitted.

5. *Deleted.*

6. A general conduct sheet will be destroyed on an airman's promotion to warrant rank. The general conduct sheet of an airman, other than an apprentice or boy entrant, will, if containing any entries, also be destroyed and a blank one substituted in the following circumstances:—

(*a*) On completion of six months from the date of attestation.

(*b*) After every period of two years (reckoned from the day following the expiration of the last punishment awarded) during which the airman has not incurred an entry.

(*c*) On attaining the substantive rank of sergeant.

(*d*) On transfer to the reserve (this will be done by the Officer i/c Records).

6A. The general conduct sheet of an apprentice or boy entrant will be destroyed on his reclassification as an aircraftman when training has been completed or the age of 18 attained (if later).

7. When a new sheet is taken into use the following entry will be made at the top of the sheet and signed by the C.O. or by an officer or a warrant officer deputed by him—" Sheet destroyed on (*date*) under sub-clause (*relevant sub-clause*) of K.R. 2154, clause 6, or clause 6A. (*Signature, rank and unit.*)"

Digitized by Google

8. When an airman is posted from a unit one of the following certificates will be added on the next clear line of the conduct sheet and signed by the C.O. or by an officer or a warrant officer deputed by him—" Certified no entry. (*Signature, rank and unit*) (*Date*) " or " Certified no further entries. (*Signature, rank and unit*) (*Date*)."

2155. Entries to be Attested.—1. Every entry on an airman's conduct sheet will be initialled by the C.O., or by an officer deputed by the C.O., in the column for remarks. The signature in full will be appended to court martial entries. All entries in the service and general conduct sheet will be compared once a week by the adjutant with the awards recorded in the guard reports and offence reports. Entries in respect of airmen serving in H.M. ships other than aircraft carriers will be notified by the captain of the ship to the R.A.F. headquarters or unit on the strength of which the airmen are borne for pay, if the punishments affect pay, allowances, Long Service and Good Conduct Medal or G.C. badge.

2. When it is necessary to make the entry " Certified no entry " or " Certified no further entries " on an airman's conduct sheet care should be taken to confine this entry, including the signature, rank and date, to one line on the form.

2156. Improper Entries.—1. Vague entries, such as " improper conduct," are forbidden.

2. A specimen conduct sheet (A.P. 857) will be kept in the office of every officer entitled to award punishments which require entries, and entries will be made in conformity with the terms used in the specimen conduct sheet.

2157. Abbreviations to be Used.—The following abbreviations will be used in recording on conduct sheets the punishments specified:—

Confinement to camp—C.C.
Imprisonment with hard labour—Impt. H.L.
Detention—Detn.
Fine—Fined " x " shillings.
Penal Servitude—P.S.
Reverts to permanent grade (*in full*).

The term " grade " includes the rank of a N.C.O. and also the classification (L.A.C., A.C. 1, or A.C. 2) of an aircraftman.

2158. Conduct Sheets Lost—Action.—If a conduct sheet is lost, the C.O. will assemble a court of inquiry or appoint an officer to investigate the circumstances and obtain evidence as to the entries in the lost sheet. The C.O. will then cause a new sheet to be drawn up and substituted for the lost sheet, an entry in red ink " Substituted for original lost," with date and signature of the C.O., being made in front of " number of sheet."

Section IV.—Medical History Envelopes.

2168. Medical Record to be Kept.—1. The Officer i/c Records (attestation section) will, when a recruit's attestation has been finally approved, prepare for him a medical history envelope (Form 48). He will place in the envelope the flimsy copy of Form 35 (report of medical

Digitized by Google

examination of a recruit) which he will receive from the examining recruiting medical officer as laid down in para. **1447**, clause 1.

2. The medical history envelope of an airman will have enclosed in it, during his service, the flimsy copies of all Forms 35, 826 (airman pilots), 39, 42 (airman pilots), 46 and 473 (together with the original reports of special examinations, e.g. bacteriological and X-ray—when they cannot be embodied on or transcribed to Forms 39, 42 or 46 as appropriate), which may from time to time be prepared in respect of him under the regulations contained in Chapter XIX. It will thus, with the details contained in the various tables printed on the envelope itself, contain his complete medical history.

2169. Medical Record Confidential.—An airman's medical history envelope (with its enclosures) is a confidential document and will be handled and transmitted as such. An airman will not in any circumstances be allowed access to the contents of his own envelope. Whenever an airman is required to deliver by hand a medical history envelope, whether it is his own or not, it will be placed under sealed cover.

2170. Disposal.—1. An airman's medical history envelope will invariably accompany him in his moves from unit to unit. It will, on the occasions when his other documents accompany him, be enclosed in the envelope (Form 445) with those documents for transmission.

2. When an airman applies to extend his service, to re-engage or to continue in the service, or when he is to be brought before a medical board, or sent to a service medical establishment for examination or out-patient treatment, his medical history envelope will be enclosed with any application which is required to be made in connection therewith.

3. The receipt of medical history envelopes unaccompanied by Form 445 will invariably be acknowledged on Form 591 or 591A.

4. *See also* paras. **2114, 2115** and **2116.**

2171. Custody.—1. Responsibility for the safe custody and transmission of medical history envelopes will rest with the C.O. of a unit. The forms, however, will be kept normally at the station sick quarters by the medical officer of the unit or station, who will be responsible to the C.O. for their safe custody while in his possession. They will be kept in a locked cabinet and will be arranged alphabetically, each unit's envelopes being kept apart from those of other units. At stations or units where there are no station sick quarters or no air force medical officer, an airman's medical history envelope will be kept with his other documents in Form 445.

2. On receipt in the unit of an airman's medical history envelope the C.O. will hand it over to the medical officer and obtain a receipt.

3. The medical officer will keep a book record of all Forms 48 in his possession, together with dates of receipt from, and handing over to, the C.O.

2172. Renewal.—1. *When lost at home or abroad.*—When a medical history envelope is lost, the C.O. will make a full investigation and will forward a report on the matter to the air or other officer commanding who will take such disciplinary action as may be required, and apply to the Officer i/c Records for the issue of a new form. The Officer i/c

Digitized by Google

Records will apply to the Air Ministry for copies of the forms referred to in para. **2168** for insertion in the new envelope. The air or other officer commanding will issue a new "temporary" Form 48 for use until such time as the new envelope becomes available. A nominal roll will be kept of all such temporary documents issued, with the date of issue, name of individual, date of receipt of new Form 48, and a certificate rendered to the effect that the temporary form has been destroyed on the arrival of the new one.

2. *When unserviceable through fair wear and tear.*—(*a*) *At home.*—The C.O. of a unit will apply direct to the Officer i/c Records for the renewal of unserviceable forms as and when necessary. A certificate will be rendered to the Officer i/c Records that all entries on the previous form have been transferred to the new one and the former destroyed.

(*b*) *Abroad.*—A small stock of forms will be kept at the headquarters of each command, from which renewals of unserviceable forms will be made by the air or other officer commanding as and when necessary. A certificate to the effect that—

(i) a new form has been issued and all entries on the previous form transferred to the new one, and

(ii) that the old Form 48 has been destroyed,

will be rendered to the Officer i/c Records. This supply of forms will not be used in the renewal of forms under clause 1.

3. *When no longer serviceable owing to lack of space for further entries.*—The same procedure as in the case of fair wear and tear will be adopted, except that the old form will be forwarded to the Officer i/c Records for inclusion in the airman's documents instead of being destroyed locally. All enclosures will be transferred to the new form; they will all be entered in Table 1, and the first entry in Tables 2, 3, 4 and 5 will be the last entry in the corresponding table on the old form. The dental chart and Table 6 will be transferred in detail to the new form.

4. *Missing enclosures.*—If any enclosure is missing, application for a replacement will be made to the P.M.O. command, who will refer the matter to the Air Ministry.

2173. Compilation.—1. Responsibility for the correct compilation of medical history envelopes and their enclosures, and for the insertion of the latter in the envelopes, will, in all circumstances, rest with the medical officers concerned.

2. *Deleted.*

3. When a medical officer examines an airman, he will fill in the airman's medical category and the date of the examination at table 2.

4. The enclosures referred to in para. **2168** will be numbered consecutively at the top left-hand corner in order of date and a corresponding entry will be made at table 1 (Contents) of the form in respect of each enclosure. When a medical history envelope is returned from a naval or military hospital, the medical officer will insert the appropriate number on the flimsy received from the hospital, and enter it at table 1 if this has not already been done.

5. *See also* paras. **1416** and **1578.**

Digitized by Google

CHAPTER XXX.

CORRESPONDENCE, PUBLICATIONS, RECORDS, MAPS, STATIONERY.

SECTION I.—CORRESPONDENCE AND OFFICE INSTRUCTIONS.

2190. Register to be Kept.—A register of all official correspondence will be kept in every headquarter and unit office, and air or other officers commanding and C.Os. will ensure that an efficient system of recording and numbering correspondence is used so that communications can be readily traced. General instructions as to the treatment of correspondence are contained in A.P. 837, Section 3, which will be strictly adhered to.

2191. Use of Central Registry System.—As a general rule in headquarter offices, and at stations at which more than one unit is located, the central registry system will be adopted, and all official correspondence for or from the components or units comprised within the headquarters or station will be passed through the central registry.

2192. Delays to be Avoided.—An air or other officer commanding and a C.O. will ensure that correspondence is dealt with promptly, and will suppress any tendency towards unnecessary multiplication of communications.

2193. Correctness of Documents.—An officer is responsible for the correctness of documents submitted to him and for the accuracy of statements to which he appends his signature. In transmitting communications to higher authority he will, where necessary, record his opinion or recommendation thereon, adding such observations based on local knowledge as may enable a final decision to be reached.

2194. Channels of Correspondence.—1. Correspondence will usually be dealt with as indicated below:—

(*a*) Important matters requiring the individual opinion of every officer comprised in the chain of command or administration must be passed through the hands of intermediate authorities to the air or other officer commanding and, if necessary, to the Air Ministry.

(*b*) Other matters, which do not require the individual opinion of each officer in the chain of command or administration, may be transmitted direct to the authority who has power to dispose of the case, copies or précis of the correspondence being sent to any officer in the chain of command or administration whom it is desirable to keep informed on the subject, but through whose office the correspondence has not actually passed. Routine matters on which it is not necessary for the intermediate officers to be informed, and matters regarding which direct communication is authorised, will be so dealt with.

2. As no rules can be laid down classifying subjects as coming under clause 1 (*a*) or (*b*), the responsibility for deciding the course to be adopted at the outset will rest with the officer originating the correspondence.

Digitized by Google

3. It may happen that correspondence may pass from one of the categories referred to in clause 1 to the other. In such cases the officer in possession of the papers when the change occurs will be responsible that they are passed through the proper channel.

4. *See* para. **1587,** clause 3, as to official correspondence with patients in air force hospitals.

2195. Signing Letters.—1. An air or other officer commanding or a group commander, will himself sign letters intended for superior authority which are initiative or important in their character. In the absence of the air or other officer commanding or the group commander, as appropriate, urgent letters will be signed for him by the responsible staff officer concerned. In the absence of both officers, letters to the Air Ministry on administrative questions will be signed by the senior staff officer present, but the air or other officer commanding, or the group commander, as appropriate, may specially authorise the head of any branch to sign for him letters to the Air Ministry which concern only that branch.

2. In direct correspondence between A.Os.C., between group commanders and between C.Os., letters will be addressed to the headquarters of the command or the C.O. concerned, and will be signed by these superior officers themselves or by some responsible officer for them.

3. A C.O. will himself sign letters addressed to a higher authority, or he will authorise a responsible officer to sign such letters for him.

4. Official correspondence will not be conducted between staff or subordinate officers.

5. Routine correspondence may be signed by a warrant officer for a C.O. when so authorised by the C.O.

2196. *Deleted.*

2197. Addresses of Officers, Members of the Nursing Service and Airmen.—1. If a request is received by a unit for information regarding the address of an officer, or member of the nursing service, the applicant will be informed that a prepaid letter, sent under cover, addressed to the Under Secretary of State, Air Ministry, Adastral House, Kingsway, London, W.C.2, will be forwarded to the present unit of the addressee or, if he or she is no longer serving on the active list, to the latest known private address. When the personnel are sick in hospital, the address of the hospital may be given to relatives.

2. *Deleted.*

3. If an application to supply the address of an airman is received, the applicant will be informed that a prepaid letter, sent under cover, addressed to the Officer i/c Records, Record Office, Ruislip, Middlesex, will be forwarded to his latest known address.

4. Private addresses of officers, members of the nursing service or airmen, whether still actively serving or not, will not be given. Where legal proceedings are actually involved, the inquiry should be referred to the Air Ministry in respect of an officer or a member of the nursing service, or to the Officer i/c Records in respect of an airman.

Digitized by Google

5. *See* para. **2221** regarding the re-transmission of postal packets addressed to officers or airmen no longer serving in the unit.

2198. Air Ministry Orders—Distribution.—1. The distribution of A.M.Os. is made direct by the A.P.F.S. to all units at home and abroad, except those in India, to which distribution is made direct by the India Store Department.

2. Any change in the distribution arrangements which may be necessitated by the movement or transfer of a unit or the formation of a new unit, together with the date from which such change will take effect, will be notified promptly to the A.P.F.S. by the C.O. of the unit concerned.

3. All headquarter and unit offices will keep complete corrected sets of these orders (*see* para. **2348**).

2199. Custody and Disposal of Records, Documents and Correspondence.—1. C.Os. of units will cause a board of officers to be assembled annually for the purpose of examining all documents not in current use and recommending for disposal such records as are in no way required for the work of the unit.

2. The documents comprised in the categories detailed in the 1st and 3rd Public Record Office schedules of R.A.F. documents will be disposed of at the expiration of the minimum periods laid down therein unless specially retained for a longer period at the discretion of the board of officers or responsible officer. These schedules are reprinted as Appendix III, Sections I and II.

3. Care must be exercised to ensure that no documents likely to be of historical, legal or scientific value are passed for destruction.

4. The proceedings of the board, which should specify the titles of the various classes of documents reviewed, should be forwarded direct to the Air Ministry and should be endorsed with a certificate to the effect that—

(*a*) the documents were scrutinised in detail by a competent officer and only those detailed in Appendix III were destroyed;

(*b*) the documents were in no way required for the use of the unit;

(*c*) complete destruction of the documents has been effected.

5. In the event of a unit having documents for disposal which are not comprised in any of the categories referred to in Appendix III this fact should be mentioned in the proceedings and disposal instructions will then be issued in respect of them.

6. When a unit or formation is disbanding or being dispersed the air or other officer commanding will order a board of officers to examine the documents in possession of the unit or of the headquarters of the formation. The documents reviewed will be disposed of in accordance with the provisions of clauses 2, 3, 4 and 5 (*see also* para. **2350**).

7. All correspondence and inquiries regarding air force documents and records disposed of in accordance with the provisions of this para. should be addressed to the Air Ministry irrespective of the actual destination of the documents themselves.

Digitized by Google

2200. Telegrams and Cables.—1. Telegrams and cables will be used only for urgent communications for which the post will not serve and when it is not possible to make use of service W/T and phonogram organisations or of short distance telephone communication.

2. Detailed instructions regarding telegrams and cables, i.e. phrasing, counting of words, authorisation and certification on public service, method of despatch, &c., are contained in the Signal Manual and will be adhered to.

2201. Telegrams and Cables Accounts.—1. *At home.*—Telegrams and cables handed in at a postal telegraph office will be prepaid by affixing stamps to the value of the cost of the telegram. The value of the stamps affixed to a telegram will be recorded on a duplicate copy of the telegram which will be retained in the unit for at least one year.

2. The cost of telegrams transmitted to a post office over the telephone will be included in the quarterly telephone account referred to in para. 2204.

3. *Abroad.*—Arrangements will be made by the air or other officer commanding.

2202. Telegraphic Addresses.—1. Detailed instructions regarding telegraphic addresses, i.e. applications for, use of, &c., are contained in the Signal Manual and will be adhered to.

2. Direct communication by home units with the General Post Office or local post offices concerning telegraphic addresses is forbidden.

2203. Telephone Services.—1. Detailed instructions regarding telephone services, i.e. applications for, provision at public expense, removals, repairs, recovery, priority facilities, logs to be kept, &c., are contained in the Signal Manual and will be adhered to.

2. In no circumstances will telephone or telegraph plant for the maintenance of which the R.A.F. is not responsible be interfered with.

3. Service telephone calls which involve the use of the General Post Office or other trunk telephone services will only be originated on matters of exceptional urgency for which the post will not serve and when it is not possible to make use of the service W/T and phonogram organisation. This does not apply to necessary short distance telephone calls where this means of communication is more economical than the despatch of a telegram through the postal telegraph office.

4. Private telephone calls, excluding those originating on telephone extensions hired as private services, over the exchange lines provided at the public expense must only be made in cases of genuine urgency. The sum to be collected from individuals in respect of such private telephone calls is to be the amount charged by the Post Office against the R.A.F.

2204. Telephone Services Accounts.—1. When the quarterly telephone account is received from the local district manager of the telephone service, it will in the normal course be accepted as rendered and paid at once by the accountant officer of the unit.

2. Where telephone accounts include fees for trunk calls and for telegrams, charges for these services will be supported in the cash account by Post Office Form D.M.4. in addition to Form D.M.3.

Digitized by Google

3. Examination should subsequently be made in such detail as may be necessary to determine what charges fall to be recovered from individuals and to effect future economies in the use of the telephone service.

4. Charges in respect of private telephone calls, rentals and other private services will be collected from the individuals concerned and when the receipted account is included as a voucher in the cash account it will bear a note of the amount paid in respect of such private services and a certificate by the C.O. to the effect that the remainder of the charges are for official service.

5. Rental and call fees incurred on public service by meteorological officers attached to stations will be separately described, in detail, on the supporting voucher to the cash account as being in respect of meteorological services, but will not be recovered from the meteorological officer concerned.

2205. Ownership of Documents Printed Locally.—When it is intended that the property in any document authorised to be printed and issued locally is to be retained by the Crown, the document should bear on its face a statement to that effect. This relates primarily to documents such as passes of admission to stations which may be issued to non-service personnel.

SECTION II.—PRIVATE CORRESPONDENCE OF OFFICERS AND AIRMEN; POSTAL ARRANGEMENTS GENERALLY.

2214. Action when Stamps are Unobtainable.—When air forces are employed in places where postage stamps cannot be obtained, an officer or airman should write on the envelopes of his letters a certificate to that effect. Such certificate should be signed by the C.O. The circumstances in which this is done should be reported at once by the senior officer present to the Postmaster-General, London, so that the postage actually deficient instead of the double rate, as in ordinary cases of unpaid letters, may be collected from the addressee.

2215. Address on Airmen's Letters.—The address of a letter to an airman should specify his official number, rank, unit, station, and mess or barrack room, or if on board a transport, his number, rank and name, name of transport, c/o G.P.O. London, E.C. 1, Draft for —— e.g. "Iraq Command."

2216. Charges for Delivery.—A charge beyond the rate of postage fixed by Act of Parliament is not to be made, by any person whatever, against officers and airmen for the delivery of their letters. At a station where the barracks are within the limits of the free delivery the Postmaster-General delivers letters at the barracks free of expense if the C.O. prefers that mode of delivery to their being called for at the post office.

2217. The Postman.—The C.O. of a station will select a reliable N.C.O. or aircraftman to act as postman. The postman will be given by the C.O. the necessary authority to collect postal packets and parcels within the station for despatch. Where the authority of command headquarters has been given for the collection of incoming mail (following agreement between the C.O. and the local head postmaster that this is the more suitable and economical course) he will collect such mail at the

Digitized by Google

post office and sign for all registered postal packets and parcels. For this purpose he will be provided by the C.O. with a written authority which must be produced, on demand, to the head postmaster or his representative.

2218. Registered Articles.—1. Between the local post office and the R.A.F. station or unit both incoming and outgoing registered packets will be conveyed in a locked bag, one key of which will be kept by the postmaster and a second key by the adjutant or orderly officer.

2. *Incoming Mail.*—(*a*) Where the authority of command headquarters has been given for the collection of incoming mail (*see* para. **2217**), the R.A.F. postman will obtain at the post office a list of all incoming registered packets, stamped or signed by the official handing them over to him (if there is no registered mail a "Nil" list will be supplied). This list, after being checked and signed by the R.A.F. postman, will, together with all registered articles shown thereon, be locked in the registered post bag by the post office official, who will then hand the bag over to the R.A.F. postman. On arrival at his unit, the postman will hand over the locked bag to the adjutant or orderly officer, who will check the list with the contents of the bag and sign it. The list will be retained by the unit.

(*b*) Where the incoming mail is conveyed by the G.P.O. postman, registered packets will similarly be delivered in a locked bag; the postman will collect the adjutant's or orderly officer's receipt for them on the following day.

3. *Outgoing Mail.*—A procedure similar to that described in clause 2 (*a*) will be followed with outgoing postal packets which have to be conveyed to the post office for registration; after despatch, the post office registration receipt will be handed to the officer or airman concerned.

4. All arrangements in connection with the use of locked bags for registered mail will be made with the local head postmaster.

2219. Receipt of Registered Articles.—All registered letters, packets or bags will be entered in the registered letters and parcels book (Form 98), and the persons to whom such articles are addressed will, in the presence of the adjutant or orderly officer, sign therein an acknowledgment of their receipt. If registered articles cannot be immediately delivered, the adjutant or orderly officer will ensure that steps are taken for their safe custody in the meantime. The adjutant or orderly officer will sign Form 98 daily.

2220. Undelivered Registered Articles.—When registered letters, packets or bags are re-directed or returned to the post office, particulars of this action will be noted in Form 98, the entry being signed by the adjutant or orderly officer. The articles will then be sent back in the locked bag, accompanied by a list, to the post office. The list, after signature by the post office official acknowledging receipt, will be returned to the adjutant or orderly officer.

2221. Undelivered Postal Packets.—Postal packets addressed to persons no longer serving in the unit will be re-addressed and forwarded, or returned to the post office authorities without delay. If returned to the post office authorities, the reason for non-delivery must always be endorsed upon the cover by an officer. Correspondence, or parcels, for individual officers and airmen which cannot be delivered should never

Digitized by Google

be re-directed to the Air Ministry unless the officer or airman is known to have reported there. Officers and airmen who wish their correspondence re-transmitted without being returned to the senders should, on change of station, notify their new address to their late unit.

2222. Loss of Registered Articles.—1. An officer or airman who fails to receive a registered article addressed to him, or who believes that a registered article has been tampered with, must report the matter at once to his C.O. and also, in the usual way, to the post office. The C.O. of the station will forthwith cause the matter to be investigated either by means of a court of inquiry or by appointing an officer for the purpose, and will report the result to the Air Ministry through the usual channels.

2. Compensation is admissible from air force funds only where the loss takes place after receipt from the post office, and where it can be traced to the theft or neglect of the postman, adjutant or orderly officer, and then only as an act of grace. In such circumstances the question becomes one for disciplinary action and disposal under Section 137 or 138, Air Force Act. In cases of neglect on the part of an airman, the recovery should usually not exceed the equivalent of one week's ordinary pay.

3. Compensation to the addressee under clause 2 will be granted only within the limits and under the conditions in which the General Post Office would normally compensate as laid down in the *Post Office Guide*. In giving instructions, therefore, for valuables and similar articles to be forwarded by post, an officer or airman should indicate clearly to the senders that the post office registration fee, insuring the full value of the contents, should be prepaid.

2223. Surcharges.—Where insufficient postage has been prepaid on a postal packet, the amount of the deficiency marked on the packet should be recovered from the recipient. Whenever charges are disputed, the amount charged should be paid, and the covers of the packets sent to the post office in order that an explanation may be furnished.

SECTION III.—SECRET AND CONFIDENTIAL PUBLICATIONS AND DOCUMENTS, AND PUBLICATIONS FOR OFFICIAL USE ONLY.

2233. Secret and Confidential Letters.—1. A letter of a secret or confidential nature will be marked "secret" or "confidential," as may be required, having in view the definitions of the terms given in para. 2236. Such a letter will be enclosed in two envelopes, of which the inner one should be marked "secret" or "confidential" and the outer one inscribed with the address only: both envelopes will be sealed with wax. Secret or confidential publications, plans, maps and similar documents will be treated in the same way. In addition to the marking "Secret" or "Confidential" the inner envelope should also be marked—

(*a*) if containing a letter—with the letter reference;

(*b*) if containing secret or confidential publications, or documents relating thereto—"For the attention of the officer detailed in K.R. and A.C.I. 2240 (1)";

(*c*) if containing a confidential report on an officer—with an indication to that effect.

Digitized by Google

2. The receipt of a secret communication (as to "publications" *see* para. **2237**) will be acknowledged at once and for this purpose the officer sending out the communication will enclose with it a Form 247 in which he will insert the reference number or such other indication of the communication as may suffice to identify it. He will also give directions, by striking out one of the words "secret" or "non-secret" appearing in the instruction at the head of Form 247, as to whether the *form* when signed by the recipient is to be treated as secret or non-secret. On return to the despatching officer, the receipted form will be filed by him in Form 725 (Guard Book) for record purposes.

3. A Form 247 will not be enclosed with confidential communications (as to "publications" *see* para. **2237**).

2234. Transmission of Secret and Confidential Matter.—1. In the absence of any instructions indicating any other method of transmission, all secret books, letters, plans and other documents, except codes and cyphers and secret or confidential signal books (*see* clause 2), will, unless sent by special mail bag, be sent by registered post: they will never be sent by the ordinary post. Confidential matter will be similarly dealt with whenever it is considered that the circumstances demand such special measures.

2. The delivery of codes and cyphers and secret or confidential signal books will always be undertaken by an officer personally: in no circumstances will they be despatched by post, or in charge of an airman.

2235. Police Reports Confidential.—All police reports (other than those notifying inability to trace R.A.F. equipment, stores or foodstuffs lost or stolen), whether written or oral, for the information of any air force authority, in whatever form they may be made, will be considered and treated as confidential communications.

2236. Definitions.—Publications issued by the Air Ministry, which are not available to the public, will be classified under the following headings:—

(*a*) "*Secret.*"—Publications in this category are of such a nature that not only their contents, but also their existence, must remain unknown save to those having direct concern with them. They will normally have a very limited distribution, and are for the use of the recipients only, and for communication to such other commissioned officers, warrant officers and airman pilots (and, for secret signal publications, N.C.Os. employed on cypher duties) under them as may require to be acquainted with the contents in the course of their duties. The officers exercising this power of communication will be held responsible that such information is imparted with due caution and reserve. An Admiralty publication marked "Not to be communicated to officers below the position of Commanding Officer of H.M. Ships," will be treated as "secret" if it is issued to an air force officer and must be so endorsed on receipt. All correspondence which contains any mention whatever of, or any reference to, a "secret" publication must be dealt with as indicated in para. **2233**.

(*b*) "*Confidential.*"—Publications in this category are those of such a nature that while their existence may be known, their contents may not, except to those having direct concern with them.

Digitized by Google

They will normally have a wider distribution than "secret" publications, and may in certain circumstances be communicated to persons in H.M. service below the rank of commissioned officer who may require to be acquainted with the contents in the course of their duties. Officers exercising this power of communication will be held responsible that such information is imparted with due caution and reserve. As the existence of a "confidential" publication may be known, correspondence which contains merely a reference to the title of such a book may be treated in the ordinary manner, but all correspondence which contains any reference to, or quotation from, the contents, must be dealt with as indicated in para. **2233.**

(*c*) "*For Official Use Only.*"—This category includes publications which are neither "secret" nor "confidential" but which are not on sale to the public. The contents of these publications are not to be communicated either directly or indirectly to the press or, except with the approval of the Air Ministry, to any person not holding an official position in H.M. service. Publications marked "For Official Use Only," will be numbered as air publications and issued from the A.P.F.S. They may be issued to officers' mess and station reference libraries.

2237. Secret and Confidential Publications—Numbering, Distribution and Amending.—1. Air Ministry secret and confidential publications will normally be assigned a reference number prefixed by the letters "S.D." (secret document) or "C.D." (confidential document), and in addition, each copy will be numbered consecutively. Addenda or supplements to publications will bear the same S.D. or C.D. number as the publications themselves, with the addition of letters a, b, c, etc. (e.g. S.D. 36a). Publications issued periodically will be distinguished by the addition of the year after the serial number (e.g. S.D.109/1934(3) will denote the third issue of S.D.109 for the year 1934).

2. The Air Ministry (Signal Branch) will be responsible for the receipt, custody and issue of codes, cyphers and secret and confidential signal communication publications. The Air Ministry (S.5.c) will be responsible for all other secret and confidential publications.

3. Except as provided in clause 7, distribution to units at home and abroad will be made by the Air Ministry through air or other officers commanding, to be known for this purpose throughout this section as "Distributing Authorities," and all demands for secret and confidential publications, whether issued by the Air Ministry, Admiralty or War Office, will be made through those officers. Distributing authorities will be responsible for the safe custody and distribution of all secret and confidential publications, in accordance with the authorised establishment or with any special instructions which may have been received from the Air Ministry.

4. Except as provided in clause 5, each issue made by the Air Ministry will be accompanied by a supply note (Form 727 Supply) and a receipt note (Form 727 Receipt). The receipt note will be checked, signed and returned immediately to the Air Ministry, whether the publication originally emanated from the Air Ministry or other government department.

Digitized by Google

The supply note will be retained by the distributing authority as a supporting voucher for taking the books on charge (*see* para. **2239**). Supply and receipt notes and destruction certificates for " secret " publications must be dealt with as indicated in para. **2233,** clause 1. Receipt notes, destruction certificates, etc., relating to confidential publications may be despatched by unregistered post provided that only the reference number and not the subject of the document is mentioned. All such vouchers relating to publications dealt with in clause 5, and to secret and confidential documents of other services, will, however, be dealt with as indicated in para. **2233,** clause 1, and sent by registered post.

5. Certain secret and confidential publications will not be lettered and numbered as indicated in clause 1, and the procedure for issue, whether by the Air Ministry or by distributing authorities, of these publications is the same as for communications of a secret or confidential character (*see* para. **2233,** and *also* para. **2239,** clause 2) except that a Form 247 will invariably accompany such issues.

6. Receipts rendered to the Air Ministry, or to distributing authorities, for secret and confidential publications (whether on Form 727 or Form 247) are to be signed by the officer detailed for the time being to be in immediate charge of such publications, as laid down in para. **2240,** clause 1.

7. A C.O. of a unit serving in one of H.M. ships will apply to the captain of the ship for all the publications which he requires, whether they emanate from the Air Ministry, Admiralty or War Office.

8. Amendment lists to S.D. and C.D. publications (other than signals publications) will contain an " amendment certificate " which will be completed and returned to the distributing authority as soon as possible. A record will be made in the publication of all amendments embodied therein, and where no printed " record sheet " is provided for that purpose the entry will be made in manuscript inside the front cover of the publication (e.g. A.L. No. 10 embodied 14.3.34). Signals publications will be amended by means of signals orders, normally in the form of numbered corrections. Notation of corrections will follow the procedure described above.

2238.—Unauthorised Publication of Official Documents.—Documents and maps classed as " secret " will not be referred to in any catalogue or publication which is not itself marked " secret." The only legitimate use which an officer or airman may make of official documents or information derived from them, is for the furtherance of the public service in the performance of his duty. The publication of official documents or information, or their use for personal controversy, or for any private purpose, without due authority, will be treated as a breach of official trust under the Official Secrets Acts, 1911 to 1939. (*See also* paras. **1071** and **1072.**)

2239. Secret and Confidential Publications to be Taken on Charge.—1. Secret and confidential publications, except as provided for in clause 2, will be taken on charge in a register composed of Forms 728 (or Forms 728A) filed in a loose-leaf binder (Form 447). The supply notes (Form 727 Supply) which accompany the publications will be filed in Form 725, and will be used as supporting vouchers.

Digitized by Google

2. Secret and confidential publications referred to in para. **2237**, clause 5, will not be taken on register charge, but will be accounted for in the same manner as secret and confidential correspondence as laid down in A.P. 837, Section 3.

3. Distributing authorities, in distributing copies of secret and confidential publications on register charge as directed in para. **2237**, clause 3, will include with each issue a supply note and a receipt note (Forms 727 Supply and 727 Receipt). These notes will be checked by the recipient with the issue and the receipt note will be signed and returned immediately to the distributing authority. The supply note will be retained by the recipient and filed. Distributing authorities will insert the receipt notes returned to them in a separate Form 725 to support the issue of the publications to the units.

4. The distributing authority will forward a return to the Air Ministry on Form 829, showing the distribution of individual copies of any issue of secret and confidential signal publications.

2240. Custody and Mustering.—1. Air or other officers commanding, group commanders, and C.Os. will be generally responsible for the safe custody, proper registration, mustering, correction, and issue of secret and confidential publications supplied to their commands. They will detail an officer to be in immediate charge of the duty, who will be personally responsible for the strict observance of the instructions they may issue for the purpose of giving effect to the regulations.

1A. (*a*) Secret and confidential publications which are required by a W/T section within a formation or unit* to be retained for reference purposes may be issued to the officer or airman in charge of such section, the C.O. of the formation or unit ensuring that adequate means are available for their safe custody. In order to provide a definite and regular check (without, however, diminishing the ultimate responsibility of the officer in charge of confidential books or the C.O.) the orderly officer will personally muster and examine such publications daily, being provided for this purpose with a list of the books, including addenda.

(*b*) Whenever the office of the W/T section is closed for any length of time and no continual surveillance is provided, the secret and confidential books will be returned to the officer of the formation or unit who is in charge of secret and confidential books.

(*c*) Secret and confidential publications, including codes and cyphers which are required to be used in the air, will be issued before the flight begins to the officer or airman required to use them. A receipt for such issues will be obtained and will be cancelled on return of the publication. All publications issued under this authority must be returned to the officer responsible for their safe custody immediately the flight terminates.

2. Secret and confidential publications, other than codes and cyphers, may be lent to individual officers or airman pilots within the discretionary

* For the period of the war, such secret and confidential publications as may be required for the work of W/T sections operating as independent units may be issued by the appropriate distributing authority to the officer or airman in charge of these sections. Before issuing, distributing authorities will satisfy themselves by due inquiry that adequate means are available for the safe custody of the publications, and that the officer or airman is warned that he will be held personally responsible for their security.

Digitized by Google

powers referred to in para. **2236.** They may also be lent to those civilians of officer status who require them for the proper performance of their duties. Such loans will be made only for definite periods of not more than three months but may be renewed from time to time, as may be necessary. Before the loan is made the distributing authority or other officer responsible for making the issue will satisfy himself by due inquiry that the borrower has means for adequately safeguarding the publication. An officer, official, or airman pilot to whom a publication has been lent will be held personally responsible for its safe custody until it has been returned. When the publication is on register charge a receipt will be obtained on the reverse side of Form 728 (or Form 728A), the appropriate columns of which will be completed and signed by the lender and borrower. On the return of the publication the remaining columns will be completed and again signed by both lender and borrower. An officer or airman pilot will not take away from the unit in which he is serving any copy or copies of any secret or confidential publications which may have been issued for the service of that unit and which he may have in his possession on loan.

3. All secret and confidential publications, including addenda, on register charge, will be mustered once a quarter. The supply and receipt notes, certificates of destruction and other vouchers which cover additions to, or deletions from, the schedule since the last quarterly muster will be compared with the entries in the registers and the last muster schedule. The publications in hand will be compared with the numbers shown as still on charge. Receipts for issues on loan will not be taken as proof that the publications are correct, but all such publications should be inspected. A certificate will be furnished to the distributing authority stating that this has been done, and that all corrections have been accurately inserted in the publications for which they have been issued. This certificate will be accompanied by a schedule of all copies of secret and confidential publications held on register charge by the unit or station, including those on loan. When the schedule has been accepted as correct the relevant supply and receipt notes, certificates of destruction, and other vouchers, will be placed in a non-current folder and destroyed after one year. (*See also* para. **2256,** clause 3.)

4. A distributing authority will forward to the Air Ministry annually on 1st March a certificate stating that secret and confidential publications on register charge have been duly mustered, accounted for and corrected in accordance with clause 3.

5. *Deleted.*

6. Secret and confidential publications allowed by establishment for instructional purposes will be dealt with in all respects in the same manner as other secret and confidential publications.

2241. Publications Lost or Missing.—1. Whenever any secret or confidential publication is lost, a report will be made by telegraph or cable to the Air Ministry by the C.O. of the unit or establishment concerned. It is essential that the Air Ministry should receive full detailed information in order that immediate decision may be reached as to the degree to which the publication in question is compromised. This is of the highest importance where cyphers, codes and other secret or confidential signal communication publications are concerned. A report merely stating that a

Digitized by Google

book is lost is insufficient. A similar report will also be made to the air or other officer commanding who will convene a court of inquiry if one is considered necessary. A detailed written report of the circumstances will be forwarded subsequently, through the usual channels, together with the report of the court of inquiry (when it has been necessary to hold one). The air or other officer commanding will take such disciplinary action as may be necessary.

2. At home, apart from the procedure laid down in clause 1, unless exceptional circumstances arise, necessitating immediate local action (i.e. the arrest of an offender caught in the act), no steps should be taken until the case has been considered by the Air Ministry.

2242. Superseded, Obsolete and Unserviceable Publications.—1. When copies of secret or confidential publications on register charge are ordered to be destroyed, either because they have been superseded or because they have become obsolete or worn out, they will be destroyed by fire in the presence of two officers, one of whom will be the officer detailed for the time being to be in immediate charge of such publications. A certificate of destruction (Form 729) will be prepared and forwarded in duplicate to the distributing authority, by whom one copy will be transmitted to the Air Ministry. The authority for the destruction will always be shown on the certificate.

2. Current secret or confidential publications on register charge will not be destroyed without the sanction of the distributing authority, who will forward to the Air Ministry a full report of the circumstances.

2243. Handing over on Transfer of Officers.*—1. On the supersession of the C.O. of a unit or other officer responsible for the custody of secret and confidential publications, a schedule of publications on register charge will be prepared in duplicate. The schedule will be verified in the presence of the incoming and outgoing officers and will then be signed by both these officers. The original of the schedule will be filed in the unit's Form 725 and the duplicate will be forwarded to the distributing authority for checking and retention if correct. The incoming officer will furnish the outgoing officer with a signed certificate to the effect that all publications have been checked against the register and supply and receipt notes and have been taken over as correct (*see* para. 73, clause 1). The outgoing officer will on no account retain a schedule of the books held by the unit.

2. When a transfer of secret and confidential publications on register charge takes place between officers at the headquarters of a distributing authority, the duplicate schedule will be forwarded to the Air Ministry.

2244. Disbandment or Transfer of Unit—Disposal of Secret and Confidential Publications.—1. If a unit is disbanded the C.O. will forward all secret and confidential publications to the distributing authority, who will forward them to the Air Ministry in two packages, each accompanied by a schedule in duplicate, as follows:—

(*a*) Codes, cyphers, and signal communication publications.
(*b*) All other publications.

---

* *See* A.M.C.O. A.55/42 for the wartime modification of procedure when the officer in charge of secret and confidential publications is to be absent for not more than 10 days.

Digitized by Google

2. When a unit is transferred from one command or group to another the distributing authority for the departing unit will take the following action:—

(*a*) Withdraw from the departing unit any books which will be surplus to establishment on arrival in the new command or group.

(*b*) Prepare schedules in quadruplicate showing all secret and confidential books which are held on register charge against the unit on its departure and forward the original and two copies, duly signed—together with the unit's last muster certificate and schedule and any subsequent supply notes, certificates of destruction, and other vouchers in support of such schedules—to the new distributing authority and one copy immediately to the Air Ministry.

The new distributing authority immediately on the arrival of the unit will verify that the secret and confidential publications shown on the schedules are in possession of the unit, and if this is not the case, will take up immediately with the old distributing authority any discrepancies. When the new distributing authority is satisfied that the books held by the unit are in accordance with the schedules, the latter will be signed and disposed of as follows:—

(i) The original will be filed in the distributing authority's Form 725 as authority for taking the publications on register charge.

(ii) The duplicate copy will be returned to the old distributing authority and inserted by that authority in Form 725 as authority for writing the publications off register charge.

(iii) The triplicate copy will be forwarded direct to the Air Ministry for recording purposes.

3. In the case of R.A.F. units proceeding overseas as part of an Army expeditionary force the new distributing authority for all secret and confidential publications, other than codes, cyphers and signal publications, will be the Army Printing and Stationery Services. The new distributing authority for codes, cyphers and signal publications will be Headquarters, R.A.F. in the Field.

4. In the case of units proceeding overseas as part of an air force independent of the Army, the new distributing authority for all secret and confidential publications, including codes, cyphers and signal publications, will be the headquarters of the force.

2245. Precautions for Safe Custody.—When not in use, all secret and confidential publications will be kept in a safe, steel chest or steel cupboard under lock and key. Such steel chests or cupboards for the custody of publications issued under para. **2240,** clause 1A, should not be demanded if secure receptacles, such as safes, are already in use or available. (*See also* Section IV.)

2246. Publications for Official Use Only.—Publications and documents marked " for official use only " issued from the Air Ministry for the public service will be dealt with as directed in paras. **2284** and **2287.**

SECTION IV.—SAFES, ETC.

2255. Money, etc., in Safes.—Money, whether public or non-public, and railway warrants will not be kept in the same safe as secret and confidential documents.

Digitized by Google

2256. Keys.—1. Except in the case of special steel chests and cupboards or safes for the custody of secret and confidential publications issued under para. **2240,** clause 1A, the following regulations will be observed in order to prevent unauthorised persons obtaining access to the keys of a public chest, filing cabinet or safe used for the custody of cash, or secret, confidential or other valuable documents (including railway warrants).

2. Only one key will be provided for any chest or safe issued to a unit, except (*a*) for the safe or chest which contains secret and confidential publications and operation orders, and (*b*) for the safe used for the custody of public funds: the keys for these receptacles and also for filing cabinets used for the custody of secret and confidential documents will be kept as laid down in clauses 3 and 4.

3. The C.O. will retain in his personal custody one key of the chest, filing cabinet or safe containing secret or confidential documents, and will allot the second key at his discretion. In no circumstances will a key once allotted be handed over to any other officer, except as provided in clause 5, without the authority of the C.O. Both keys will be produced whenever secret and confidential publications are mustered under para. **2240,** clause 3, and a note made on the certificate of muster that this has been done and that the keys are held as specified above. If they are not so held, the reason will be given.

4. One key of the safe used for the unit's public funds will be deposited with the manager of the bank at which such funds are kept and may be withdrawn only on the written request of the accountant officer countersigned by the C.O. The second key will be kept by the accountant officer.

5. Except for a safe containing public or non-public funds, the officer responsible for the safe custody of a key of a safe, chest or filing cabinet will, whenever he leaves the station for more than 48 hours or ascends in an aircraft, transfer the key to a deputy, who will sign a receipt for it.

6. Except as provided in para. **2722,** clause 4A, the key of a public chest or safe will not be entrusted to the care of an airman or a member of the civilian staff not of officer status, nor will the key of a filing cabinet used for the custody of secret and confidential documents be so entrusted.

7. Both keys of a chest, filing cabinet or safe will not be kept together, nor will one of the keys be locked in the receptacle to which it belongs.

8. When, for any reason, a chest, filing cabinet or safe is returned to store, the keys will be tried in the lock, and will then be placed in a sealed cover and handed to the equipment officer for custody until required for re-issue. Before the receptacle is re-issued the keys will again be tried in the lock in the presence of the equipment officer.

9. In the event of a key of a chest, filing cabinet or safe being lost, the receptacle will be treated as insecure, and immediate investigation made. The loss, with details of the circumstances and the number of the receptacle to which the missing key belongs, will be reported to the Air Ministry and to the air or other officer commanding forthwith. The receptacle, if locked, will be returned to the maintenance unit responsible for issue and replacement, where it will be opened in the presence of an officer of the maintenance unit. Where two keys have been allowed and one is lost, the lock will be removed and sent with the remaining key to the maintenance unit for new keys and for the combination to be altered.

Digitized by Google

10. The officer responsible for the custody of the key of a public chest, filing cabinet or safe, or the deputy to whom it has been temporarily transferred will be held financially responsible for the cost of replacement of the key or keys and for any alteration of the combination or repairs which may be found necessary and also for any transport charges which may be incurred in the conveyance of the safe or lock to and from a repair depôt or contractor, unless it can be shown to the satisfaction of the Air Council that the loss was not occasioned by any wrongful act or negligence, and was beyond the control of the officer in charge of the key.

Section V.—Maps and Charts.

2262. Maps and Charts generally.—1. All maps and charts (except 6-inch and larger scale maps and plans required for works services, the supply of which is controlled by the Director of Works) are issued under the instructions of the Director of Operations and Intelligence.

2. *Ordnance Survey Maps.*—Maps of Great Britain are prepared and published by the Director-General of the Ordnance Survey, Southampton. They are divided into two series—large-scale and small-scale. The term "large-scale" is to be taken as including all maps on scales of 6 inches to a mile or larger. Maps on the scale of 1 inch to a mile or smaller are known as "small-scale" maps.

3. *Geographical Section, General Staff, Maps.*—Maps of a number of British possessions as well as general maps of some foreign countries, are published by the Geographical Section of the General Staff, War Office. Particulars of these maps are given in the catalogue published by the Geographical Section, General Staff. Form 771 should be used when copies of this catalogue are required.

4. *Admiralty Charts.*—Charts (and sailing directions and light lists) covering the navigable waterways of the world are published by the Hydrographer of the Navy. The catalogue of Admiralty charts should be demanded on Form 771.

2263. Maps and Charts for Units at Home.—1. The 4 miles to 1 inch and 10 miles to 1 inch ordnance survey maps of Great Britain have been adapted to meet the special requirements of the R.A.F. The 4 miles to 1 inch map of England and Wales is contained in 12 sheets, numbered from north to south, while the map of Scotland on the same scale, is in 10 sheets, numbered from south to north. Sheet No. 1, The Border, is common to both countries. The 1 inch to a mile map of Great Britain (Popular Edition, gridded), and, in certain cases, special road maps, maps on the scale of 1: 20,000, and Admiralty charts, are supplied to units and formations in accordance with a scale of issue. The 4 miles to 1 inch map is also supplied in the form of a wall map.

2. Index sheets to the small-scale maps have been prepared, and copies should be held by all units. They are—No. 1, Popular Edition, 1 inch map of England and Wales; No. 2, Popular Edition, 1 inch map of Scotland; No. 3, ¼ inch map of England and Wales; No. 4, ¼ inch map of Scotland; No. 5, 10 mile map of Great Britain. It will be sufficient, when demanding copies, to quote the index sheet number.

3. Index sheets to the 6 inch and 25 inch maps of Great Britain

Digitized by Google

covering the area concerned should be held by works staffs at area and district headquarters. These index sheets are published by counties, i.e. all the 6 inch and 25 inch sheets covering a county are contained in a single sheet, and it will be sufficient when demanding copies to quote the name of the county.

4. Units which normally use Admiralty charts should be in possession of the catalogue of Admiralty charts.

5. The purchase from local agents of maps and charts for official use by home units is forbidden and the cost of maps and charts so obtained cannot be repaid from public funds.

2264. Maps and Charts for Oversea Commands.—1. Commands abroad which rely wholly or in part upon local survey or mapping departments for the maps they require will purchase these locally. Maps other than those available locally, such as maps published by the Geographical Section, General Staff, War Office, and Admiralty charts, will be demanded from the Air Ministry on Form 771.

2. Commands abroad will forward to the Air Ministry annually, so as to arrive by 1st October, estimates, in as great detail as possible, of maps and charts required during the following financial year. Specific sums will then be allotted to each command. These estimates should show separately the estimated cost of (*a*) maps to be purchased locally, (*b*) maps to be demanded from the Air Ministry and from other commands and (*c*) charts to be demanded from the Air Ministry. For this purpose, the cost of maps published by the Geographical Section, General Staff, War Office, may be taken as the catalogue price less 42½ per cent. (plus 6*d*. per copy if the maps are required to be mounted on linen): the cost of Admiralty charts may be taken as the catalogue price less 25 per cent.

3. A quarterly return will be sent to the Air Ministry at the end of March, June, September and December notifying the total amount expended, local purchases, supplies from other commands and supplies from the Air Ministry being shown separately. The net cost of the last-named will be entered by the Air Ministry on Form 771 before returning it to commands.

4. Units abroad should be in possession of the catalogue of maps published by the Geographical Section, General Staff, War Office, in addition to that of the local survey or mapping department. They should also, where the A.O.C. considers it necessary, possess a catalogue of Admiralty charts.

2265. Demands for Maps and Charts.—1. Demands for maps and charts must be submitted on Form 771 in triplicate. The original and duplicate copies will be returned to the demanding unit with the maps or charts. The copy marked " Original " must be signed by the receiving officer. He will see that the receipt voucher number (which must agree with the R.V. No. in the map and chart account—Form 197) is inserted, together with the date of receipt, note on the form any discrepancies, and return it immediately to the Map Section, Air Ministry. The duplicate copy will be retained by the unit to support its map and chart account. The triplicate copy will be retained by the Map Section, Air Ministry, until the return of the receipted original copy when it will be destroyed. Demands which come within the authorised scale of issue will be forwarded direct to the Air Ministry. Any other demands must be submitted through the usual channels.

Digitized by Google

2. Telegraphic and telephonic requests must be restricted to cases of real urgency, and must be confirmed by Form 771, the form being endorsed "Confirmation of telegraphic (or telephonic) demand."

3. Demands must not be sent direct to the Admiralty, the War Office, the Ordnance Survey Office, or to the A.P.F.S.

2266. Maps and Charts for Educational Purposes.—A scale of issue of maps and charts for instructional purposes under the general education scheme is from time to time approved and notified to commands. Demands for maps and charts required for use under this heading will be made on Form 771 and will be endorsed "General Education Scheme". Maps and charts required for training and operational purposes will not be included in these demands. The maps issued for educational purposes will not be taken on charge in the map and chart account, but will be held by the education officer for use as required.

2267. Map and Chart Account.—1. Maps and charts supplied to a unit or station will be dealt with as public property. The C.O. will detail the navigation officer to have charge of maps and charts: he will be responsible for carrying out the regulations concerning them and for keeping the map and chart account (Form 197).

2. The officer in charge of maps and charts will be responsible for their safe custody, and will see that all receipts and issues are correctly recorded in the account. Each "receipt" entry will be supported by a duplicate copy of Form 771, as received from the Air Ministry. Each "issue" entry will be supported by—

(*a*) the original copy of Form 664B for deficiencies; or

(*b*) receipt from the Air Ministry, for surplus maps and charts; or

(*c*) copy of board of survey proceedings (*see* para. **2270**, clause 2); or

(*d*) certificate of the C.O. on Form 34 when a loss occurs by unavoidable accident for which blame is not attributable to anyone.

3. A record will be kept of all issues on loan to personnel of the unit and such issues will not be struck off charge in the map account. A separate record of such loans will be maintained. Form 668 (Record card—loans to individuals in units) will be used for this purpose. Copies no longer required by individuals to whom they have been issued should be returned without delay to the officer in charge of maps and charts. Loan issues will be checked periodically, and the officer in charge will be responsible for ensuring that an officer or airman, before leaving the unit, returns all maps and charts in his possession Deficiencies, except those due to circumstances over which the individual had no control, will be charged for at the rate shown on Form 771, as received from the Air Ministry. The sums collected in this manner will be credited to the public by the accountant officer of the unit or station in his cash book, and will be supported by the necessary vouchers on Form 664B. The maps or charts will, at the same time, be written off charge in the unit's account.

4. When an officer in charge of maps and charts is relieved the stock will be checked with the map and chart account, and a certificate that all maps and charts have been correctly handed over will be signed by that officer and by the officer relieving him.

Digitized by Google

2268. Maps and Charts to be Corrected.—1. All maps and charts issued for official use (except charts marked "not to be used for navigation") will be kept up-to-date in accordance with A.M.Os. and "Notices to Mariners." All corrections will be made and recorded in compliance with the recognised conventional sign sheets and in the manner prescribed in the Manual of Air Navigation, Vol. I (A.P. 1234).

2. The navigation officer (or, if there is no navigation officer, the officer detailed by the C.O. for the purpose—*see* para. **760**) will be responsible for the correction of all maps and charts.

2269. Units Changing Station.—The maps and charts on the charge of an outgoing unit will be handed over to the incoming unit. Maps and charts received in this way by an incoming unit will be taken on charge, a demand being forwarded to the Air Ministry for copies required to make up deficiencies. If, however, the incoming unit is already in possession of maps and charts suitable to the new station, the outgoing unit will deal with surplus copies as laid down in para. **2270,** clause 1.

2270. Surplus and Unserviceable Maps and Charts.—1. Maps and charts which are surplus to the requirements of a unit or station, owing—(*a*) to the closing down of a station, or (*b*) to the transfer of a unit (without relief) to another station where the maps and charts will be of no use, or (*c*) to any other reason, will be forwarded to the Air Ministry. Under (*a*), the unit's map account, properly balanced and brought up to date, should accompany the maps and charts: under (*b*) and (*c*) the maps and charts should be accompanied by a detailed list (in duplicate) of the maps and charts returned and a statement as to the reason for their return. For units abroad details of surplus maps and charts will be submitted to the air or other officer commanding before the maps and charts are sent to the Air Ministry, in order that such maps or charts as may be suitable to meet requirements of other units serving in the command may be withdrawn locally.

2. A board will be assembled periodically in every unit or station for the purpose of recommending for destruction such non-confidential maps and charts as may be unfit for re-issue. Maps and charts condemned by the board as unsuitable for re-issue and certified as such by the C.O., may be destroyed locally and written off charge, the necessary entry in the map and chart account being supported by the proceedings of the board.

2271. Supply of Maps on Payment.—1. All ranks may purchase, for their personal use and at reduced rates, sales editions of the maps and catalogues published by the Ordnance Survey and the Geographical Section, General Staff, War Office. No forms are required for this purpose, applications being forwarded as follows through the applicant's C.O., who will certify that the maps, etc., are required for the personal use of the applicant:—

(*a*) Ordnance Survey—to the Director General of the Ordnance Survey, Southampton, who will notify the C.O. of the price (viz. three-fourths of the published price for 6 inch and larger scales and two-thirds for 1 inch and smaller scales) at which the maps, etc., can be supplied and forward them on receipt of the amount due.

(*b*) Geographical Section, War Office—to the Air Ministry, who will inform the C.O. of the cost, which will be two-thirds of the

Digitized by Google

published price. The amount due will be paid to the accountant officer who will give credit accordingly in his cash account and furnish a certificate to that effect. On receipt of this certificate the Air Ministry will despatch the maps, etc.

2. Issues under this para. will not appear in the map and chart account of the unit.

3. Officers and airmen purchasing these maps and catalogues through agents must pay the full price, and no refund will be made of the difference between the full and reduced rates.

2272. Secret and Confidential Maps and Charts.—Secret and confidential maps and charts will be dealt with in all respects as secret and confidential publications in the manner laid down in Section III of this chapter. In no circumstances will they be entered in the map and chart account.

Section VI.—Stationery, Forms and Publications; Office Machines.

2282. Economy in Use.—1. Air or other officers commanding and C.Os. will take special care to ensure that the greatest possible economy is exercised in the use of stationery and forms.

2. The use of government stationery for private purposes is forbidden.

2283. Economy in the Use of Envelopes.—1. Economy labels are provided in two sizes and these should be used as much as possible. The labels should be pasted over the flaps of new or used envelopes and the address written thereon. Envelopes treated in this manner may be repeatedly used by continuing to paste one economy label over the other until the envelope is worn out.

2. Labels of the larger size can also be used as wrappers for correspondence of a non-confidential character.

3. Care should be taken to use an envelope of the smallest size which serves.

2284. Demands for Forms, Stationery and Non-Confidential Air Publications.—1. Demands for forms will be sent in duplicate to the A.P.F.S. on Form 294, and for air publications, diagrams, A.M.Os. and miscellaneous publications, on Form 294A in duplicate. A separate Form 294A will be submitted in respect of publications relating to airframes and aero-engines.

2. *Deleted.*

3. Demands for stationery will be sent in triplicate to the Air Ministry on the following forms:—

Form 195.—For items listed on that form.
Form 195A.—For miscellaneous items.
Form 195B.—For Stationery Office standard books and forms.

Demands for rubber stamps will be accompanied by a drawing, in triplicate, showing the actual size of the stamps required. H.M. Stationery Office will forward with each consignment of stationery listed on Form 195 one set (3 copies) of forms to be used for the next demand. Supplies of Forms 195A and 195B will be obtained from the A.P.F.S.

Digitized by Google

4. Demands for forms and stationery will be submitted half-yearly during the first fortnight of the months specified below and no departure therefrom will be made without the consent of the Air Ministry:—

(*a*) *Home*:—

(i) Headquarters of commands, groups and wings; station headquarters; No. 1 Maintenance Unit	January and July.
(ii) Works and medical units; No. 3 Maintenance unit	February and August.
(iii) Squadrons; flights; carriers	March and September.
(iv) Colleges; schools; establishments	April and October.
(v) W/T and meteorological stations; miscellaneous units (including Record Office); No. 4 Maintenance Unit	May and November.
(vi) Depôts and Maintenance Units (other than Nos. 1, 3 and 4 Maintenance Units); A.I.D. outstations	June and December.

(*b*) *Abroad*:—

(i) Middle East Command (including Palestine and Trans-Jordan)	April and October.
(ii) Mediterranean Command	May and November.
(iii) Iraq Command	June and December.
(iv) Aden Command	February and August.
(v) Far East Command	March and September.

5. The quantities of stationery demanded will, together with the stock on hand at the time of demanding, not exceed the allowance laid down in A.P. 113 (or in special instructions for maintenance units and the experimental establishments), with the addition of not more than one month's reserve supply for formations at home or three months' reserve supply for commands abroad.

6. Demands for stationery should not necessarily be made up to the maximum of the allowance. Where experience shows that any item can be dispensed with, or that consumption does not equal the quantity allowed, demands should be reduced accordingly.

7. Demands for items of stationery in excess of the authorised allowance, or for items which are not included in the allowance, will not be met in the absence of an explanation, approved by the air or other officer commanding, of the necessity for the excess.

8. Demands will be signed or countersigned by the C.O. or by an officer authorised by him. At the headquarters of a command or group, an officer will be deputed for this duty. An officer who signs or countersigns a demand will ensure that it does not exceed minimum requirements.

9. When action is being taken to hasten the supply of articles demanded on Form 294 and Form 294A, the date of the original demand

Digitized by Google

and its form number will be stated. For demands on Forms 195, 195A and 195B, hastening action will be taken direct with H.M. Stationery Office by the unit in accordance with the instructions which are sent with the copy of the demand showing the quantities ordered.

10. A supplementary demand may be submitted at any time for requirements of particular items, but if due care is exercised in reviewing the stocks at the unit when the regular demand is prepared, supplementary demands should rarely be necessary. Every supplementary demand will be accompanied by an explanation of the circumstances in which it is submitted.

11. Units of the Fleet Air Arm embarking aircraft in ships being commissioned or re-commissioned will be equipped by the A.P.F.S. with forms and publications to the scale laid down in the relevant unit equipment table; demands will not be submitted.

2285. Demands for Published Books other than Air Publications.—1. Five typewritten copies of the demand will be prepared, viz. four copies on Form 184 (and where necessary Form 184A) and one copy on Form 184B (and where necessary Form 184C).

2. Three copies of the demand on Form 184 (or 184A) and one copy of the demand on Form 184B (or 184C) will be forwarded through the usual channels to the Air Ministry.

3. The fourth copy of Form 184 (or 184A) will be retained by the unit, and in due course there will be entered in the appropriate columns in respect of each book—

(*a*) Date of receipt.
(*b*) The actual cost. This will be the published price less 20 per cent.
(*c*) The number of the packing note.

Duplicate packing notes or non-availability notes relating to each item will be filed with this copy of the demand.

4. Any discrepancy between the books received and those entered on the packing note will be immediately reported to the Director of Publications (Books Section), H.M. Stationery Office, Princes Street, Westminster, London, S.W.1. If books are missing from a consignment despatched by rail or other carriers, the deficiency will also be notified to the railway company or the carriers within 48 hours of the receipt of the consignment.

5. Supplementary demands will not be submitted. If a particular book is unobtainable for any reason, a notification to that effect will be sent to the unit through the usual channels, and will also be recorded on the filed copy of Form 184 held on the station. Notification that a book is unobtainable will be regarded as cancelling the demand for it. A request for another book in lieu may either be submitted as a special demand or be included in the next periodic demand.

6. The books demanded will normally be despatched from H.M. Stationery Office within four weeks from the date of the receipt of the demand at the Air Ministry. If any of the books are unobtainable, a notification to that effect will be sent within the same period.

Digitized by Google

7. In estimating the net cost of the books demanded, 20 per cent. off the published price of the books should be allowed for discounts.

8. Demands will be submitted to reach the Air Ministry on—

Station reference libraries	1st June.
General educational scheme text-books	1st June. / 1st December.
R.A.F. College library	1st July. / 1st November.
School of Air Navigation reference library	1st June. / 1st December.
R.A.F. School of Aeronautical Engineering reference library	1st July. / 1st November.
R.A.F. School of Aeronautical Engineering text-books	1st July. / 1st November.
Apprentice or boy entrant schools reference libraries	1st April. / 1st October.
Apprentice or boy entrant schools text-books	1st May. / 1st October.

Medical text-books for hospitals, etc., and books for the Staff College will be demanded as and when required.

9. Separate demands will be prepared in respect of each of the following:—

(*a*) Parliamentary publications (including House of Lords Papers and Bills, House of Commons Papers and Bills, and Command Papers).

(*b*) Books published by H.M. Stationery Office other than those at (*a*).

(*c*) Books not published by H.M. Stationery Office.

In preparing demands, care will be taken to ensure that correct particulars of the title, author, publisher and published price are given. Books having the same publisher will be entered consecutively and the publishers' names will be arranged in alphabetical order.

10. Books for the supply of which a grant has not been obtained will be demanded by letter addressed to the Air Ministry. Every such demand will state specifically the purpose or special work for which the books are needed and full particulars of the title, author, publisher and published price.

11. When occasion arises to demand a book for purpose of replacement of a lost or damaged copy of which the value has been recovered from the individual responsible for the loss or damage, Form 664B will be prepared in duplicate, the duplicate being employed to support the entry in the cash account in which the sum recovered appears and the original to support the demand on Form 184 for the replacement.

2286. Local Orders and Casual Purchases.—1. Local orders for binding will not be placed, and any expenditure incurred on this account will not be refunded. If any necessity for binding arises the materials will be forwarded, through the usual channels, to the Air Ministry, for the work to be done under Stationery Office arrangements.

Digitized by Google

2. The placing of local orders for printing and the local purchase of stationery are forbidden save in very exceptional circumstances of extreme urgency. Permission to resort to local printing will first be obtained from the Air Ministry, or in commands abroad, except the Mediterranean Command, from the local auditor in accordance with clause 3. For stationery, an invoice will be obtained with the goods and forwarded at once to the Air Ministry, through the usual channels, together with an explanation of the necessity for the purchase. As immediate requirements can, in special circumstances, be arranged through H.M. Stationery Office at short notice, such accounts will be disallowed if the explanation given is not considered satisfactory.

3. In commands abroad, except the Mediterranean Command, the air or other officer commanding may authorise printing to be undertaken locally if the requirements are so urgent as to make it impracticable to forward the copy to the Air Ministry to have the work carried out in London, and it is also not possible to resort to duplicating processes. Whenever possible, competitive tenders will be invited and, before an order is placed for the work, the air or other officer commanding will consult the local auditor.

4. *See* para. **2285** as to retention of ownership of documents printed locally.

2287. Responsibility for Books and Publications at Units.—1. Books and official publications in use in the R.A.F. may be broadly classified as follows:—

(*a*) Books in possession of officers and airmen as personal copies.

(*b*) Books in general use in units.

(*c*) Library books for reference.

(*d*) Books held by units for instructional use.

2. The books referred to in clause 1 (*a*) are those authorised in para. **2352,** and every officer or airman to whom such books have been issued will be personally responsible for ensuring that his copies are kept up to date by noting therein the amendments as issued and for the production of the books when called for.

3. The books referred to in clause 1 (*b*) are the official copies of the unit. The C.O. is responsible for ensuring that these books are kept up to date by the personnel in whose charge they are placed. On no account are such books to be removed from the unit. Original issues of these books will be made to units by the Air Ministry on such a basis as may be considered necessary. Should additional copies be required they will be demanded by the unit, the reason for their necessity being briefly stated. Except when otherwise notified, publications are issued for the general use of the unit and must not be regarded as the particular property of any officer or airman. A C.O. will therefore ensure that an officer or airman, before he leaves the unit, surrenders every such publication which has not been supplied to him as a personal issue under para. **2352** or as a repayment issue.

Digitized by Google

4. The responsibility for books and official publications held in reference libraries is that of the officer under whose command the library is, but he may delegate the duties of general management as laid down in para. **882.**

5. The responsibility for the books referred to in clause 1 (*d*) is that of the C.O. of the unit, but he may delegate this responsibility to such instructors as he may select.

6. When the air forces are entirely withdrawn from any station, all publications issued for office use will be collected, checked and listed, and forwarded to the A.P.F.S. Library books and books held for instructional use will, in the absence of any specific instructions as to their disposal, be despatched as separate consignments to the A.P.F.S. A list showing the books included will be forwarded with each consignment and a copy of each list will be separately despatched addressed to the Air Ministry.

7. Books and publications rendered unserviceable through ordinary wear and tear will be brought before the boards of survey periodically held at the station, separate lists being prepared on Form 681. If the board decide that the books and publications are unfit for further use, the C.O. will authorise their disposal as waste paper. A report giving particulars of the books and publications so disposed of will be rendered to the Air Ministry.

8. When books are lost or damaged, the loss will be investigated by the station commander, who will decide whether an individual is to be charged for the loss, or whether the loss is to be written off as a charge against the public, in accordance with the procedure and within the limits authorised by Appendix VI.

9. When write-off action is necessary, the published price will be used in determining the value of the loss.

10. Should recovery be effected, the value of the books will be assessed by the appropriate authority, having regard to the published price, the time the book has been in use, and the condition of the book. 10 per cent. of the assessed value will be added for departmental expenses.

2288. Disposal of Surpluses.—1. Publications, forms, books, typewriters and other office machines rendered surplus owing to the disbandment of a unit, or owing to any other cause will be returned to the A.P.F.S. with a statement of the reason for return. Surplus stationery will, in similar circumstances, be returned to the nearest branch of H.M. Stationery Office.

2. When changes in initial equipment of air frames and engines render publications surplus to the scales laid down in A.M.Os. from time to time, all copies of the latest reprints, together with any amendment lists, will be returned to the A.P.F.S. with a statement of the reason for return.

2289. Surplus Books.—1. The command education officer will be responsible for seeing that the best possible use is made of the published books in the command. He will, therefore, make arrangements as requisite for the transfer of books from unit to unit within the command.

Digitized by Google

2. When the transfer of books from one unit to another is authorised by command headquarters, an advice note will be forwarded to the consignee, accompanied by two lists of the books transferred. One of these lists will be receipted and returned to the consignor, who will file it with his library records; the other will be filed with the library records of the consignee. The inventories at both units will be adjusted accordingly.

3. When published books are surplus to the requirements of a command at home, the command headquarters will make arrangements for units to despatch them to the A.P.F.S. annually on 15th July. A list of the books thus despatched will be prepared showing the titles classified under the subject headings used in the catalogue of surplus books. One copy of the list will be sent to the Air Ministry, one to the command headquarters, and two to the A.P.F.S. at the time of despatch of the books. A copy of the list will be filed with the library records, and the inventories will be amended accordingly.

4. A list of surplus books at the A.P.F.S. will be prepared by the Air Ministry and issued to all commands annually, not later than 1st February, with a view to the selection by the commands of books which may be of use.

5. Demands for items appearing on the list of surplus books will be rendered annually on Form 184 (or 184A) in quadruplicate, through the usual channels, so as to reach the Air Ministry not later than 1st March. To enable units to keep a record of the books received from the A.P.F.S., a copy of the demand, on which will be indicated any deletions or reductions of quantity owing to the available supply being exhausted, will be forwarded to the unit shortly after the consignment of the books.

6. Books supplied from the A.P.F.S. will be entered in the appropriate inventory and accounted for in a similar manner to those supplied from H.M. Stationery Office.

2290. Office Machines.—1. Applications for the issue of typewriters, and other office machines, will be forwarded to the Air Ministry, through the usual channels, accompanied where applicable by the necessary information in the form laid down in A.P. 113, para. 5, clause iii. The local purchase or hiring of office machines of any description is forbidden.

2. In correspondence relating to office machines the pattern of the machine and the serial number stamped on it will be quoted.

3. Office machines will be taken on charge in the equipment ledgers. The Air Ministry, when notifying the approval for the supply of a machine, will forward two copies of Form 600. On receipt of the machine from H.M. Stationery Office, particulars of pattern and the registered number will be inserted on Form 600, one copy of which will be signed and returned to the Air Ministry. The second copy will be retained as a voucher for taking the machine on charge. Form 600 will also be used for vouching an office machine off charge.

4. Except where special arrangements have been made for certain stations as notified from time to time in A.P. 113, and except as provided in clauses 5 and 7, arrangements for minor repairs to typewriters

Digitized by Google

at home will be made with the companies or their local agents as specified in A.P. 113. Such repairs will only be executed on the authority of the C.O., and if the cost of the repair of a machine exceeds £2 but is not more than £2 15*s*., the work will not be proceeded with until the C.O. has accepted an estimate submitted by the company or its agent in triplicate, on the special form provided by H.M. Stationery Office for the use of approved agents. The agent will transmit one copy of the estimate to H.M. Stationery Office, and the remaining two copies to the C.O. concerned. If the C.O. approves, he will endorse one copy and return it to the agent: the second copy he will send to the Director of Supplies, H.M. Stationery Office, Princes Street, Westminster, S.W.1, for units in England and Wales, and to the Superintendent, H.M. Stationery Office, 25, Forth Street, Edinburgh, for units in Scotland. Bills for repairs will be sent for payment direct to H.M. Stationery Office by the company: in no circumstances will payment be made by a unit to the company or its agent.

5. When an estimate for the repair of a typewriter exceeds £2 15*s*. and whenever a typewriter over ten years old requires repairing, the matter will be referred to the Air Ministry for decision.

6. (*a*) Typewriters and office machines on charge in the Mediterranean Command will be repaired by the Royal Army Ordnance Corps in Malta.

(*b*) Repairs to such machines in the Middle East Command will be effected by the Royal Army Ordnance Corps and in Iraq by the Iraq Aircraft Depôt, or under such local repairing contracts in these commands as may be specially authorised by the Air Ministry.

(*c*) The charges for repairs will be paid by the accountant officer and bills will show separately the charge in respect of each machine repaired.

(*d*) Application for repairs to be undertaken by the Royal Army Ordnance Corps will be made on Form 6 and addressed to the nearest Army Ordnance officer.

7. Private or unauthorised agents will not be employed unless the repairs are so slight that the cost of carriage to the nearest authorised agent is likely to be equal to, or greater than, the cost of repair, when the work may be done by a local repairer and the bill paid by the accountant officer.

8. An office machine sent for repair will be despatched by passenger train, carriage paid, by sender. Care will be taken to ensure that a machine so sent is properly and efficiently secured with a view to preventing damage in transit.

9. When a notification is received from an authorised agent that a typewriter sent for repair will not be returned, the typewriter will, in the absence of prior Air Ministry authority to write it off charge, be vouchered on Form 600 to the Air Ministry with a copy of the agent's letter attached to the form. The duplicate of the form will be signed at the Air Ministry and returned to support the issue in the ledger.

10. All matters relating to the repair of office machines, other than typewriters, will be referred to the Air Ministry.

11. Office machines are issued for general use, but one person must be held responsible for the care of a machine or machines. Instructions

Digitized by Google

regarding the care and treatment of office machinery are laid down in A.P. 113.

12. The transfer of office machines from one unit to another without prior sanction from the Air Ministry is forbidden. When a unit moves to another station, a return specifying the patterns and serial numbers of the machines actually removed to the new quarters will be rendered within seven days to the Air Ministry.

13. If an office machine is lost or stolen the C.O. will deal with the matter in the manner laid down for R.A.F. equipment. He will also immediately report to the Air Ministry the make and registered number of the machine.

14. At certain stations at home, as specified in A.P. 113, where the C.O. has reason to believe that repairs to a typewriter are likely to take more than a few days to effect and that serious inconvenience is liable to result from the absence of the machine for such a period (but not otherwise) he may, instead of having the repair carried out locally, apply to the A.P.F.S. for a typewriter to be sent in exchange, specifying in the application the make and size and the registered number of the machine needing repair. The machine will then be despatched, as in clause 8, to the A.P.F.S. (not to the repairers), and will be vouched on Form 600 as in clause 9. On receipt of the application the A.P.F.S. will despatch to the unit concerned a suitable machine as a replacement which will be vouched as in clause 3.

2291. Amendments to Air Publications.—1. Amendments to air publications (including leaflets to volume II, part 1, of technical publications) will normally be issued separately and distributed on the same basis as the original publication. The amendments to each publication will be numbered consecutively.

2. A list of amendments issued will be published in A.M.Os. monthly and any unit that may not for any reason have received sufficient copies of the amendment to enable the publications on its charge to be amended will immediately demand the necessary additional copies from the A.P.F.S., stating at the same time the total number of copies of the particular publication held on its charge. Units will also notify the A.P.F.S. when the distribution of any amendment list, &c., is in excess of actual requirements, at the same time returning any surplus copies.

Section VII.—Reports of Casualties to Personnel.

2309. Casualties in Time of War.—(*a*) Casualties in time of war will be reported in accordance with the procedure laid down in R.A.F. War Manual, Part II, Chapter XIII, but such procedure will not be brought into force unless and until instructions are received from the Air Ministry.

(*b*) References to "active service" and "enemy action" in the ensuing paras. relate only to casualties occurring in warlike operations on a minor scale conducted under administrative conditions applicable to time of peace.

2310. Flying Casualties.—1. Casualties to personnel caused by flying accidents (as defined in para. **1326**, clause 1), and on active service due to

Digitized by Google

enemy action while flying, will be reported by the unit to which the personnel involved belong, by W/T telegram, or cable, to the Air Ministry. The report will be marked "Immediate" and commence with the word "Casualty" and will include the following details:—

(*a*) Type, and number of aircraft.
(*b*) Unit to which aircraft belongs.
(*c*) Place, date and time of accident.
(*d*) Particulars of pilot or pilots, including—

Full name and rank, and official number of an airman; whether killed, missing, dangerously, severely, or slightly injured or not injured; if dangerously or seriously injured, state briefly the nature of the injuries sustained; whether or not next-of-kin has been informed; name, relationship, and address of next-of-kin; name and address of hospital, if admitted.

(*e*) Particulars of crew and/or passengers, giving, for each person, information as in (*d*) and duty on which employed. (A "passenger" is any person who is not a member of the normal flying crew of an aircraft.)

(*f*) Nature of duty on which aircraft engaged, and cause of accident, if apparent; if obscure, state "Cause of accident obscure." (*In either case any useful information which gives an indication of the nature of the accident should be included.*)

(*g*) (i) Were the personnel equipped with parachutes?
(ii) Were the parachutes used?
(*h*) Did fire break out (i) in the air; (ii) on the ground?

Where more than one aircraft is involved particulars should be given in respect of all the personnel of each aircraft. When a fatal casualty occurs in an overseas command or at sea a second telegram will be dispatched by the unit as soon as possible after that referred to above, containing a condensed narrative version of the casualty together with any further details which may be readily available and which the relatives may desire to have. This telegram will also commence with the word "Casualty."

2. As soon as possible after the event a report will be rendered by post to the Air Ministry giving a short account of the occurrence, stating whether a court of inquiry is being held or not, and any particulars available regarding other matters (e.g. removal to hospital) upon which the Air Ministry should be informed. The purpose of this report is that the Air Ministry may be in early possession of details without awaiting a full report; the report should therefore not be delayed until the result of the court of inquiry (if any) is known.

3. Changes in the condition of an injured officer or airman will be reported in accordance with paras. **2315,** clause 3, and **2316,** clause 1.

4. A court of inquiry will be held when necessary under para. **1326** and proceedings disposed of as directed in that para.

5. *See* para. **2317** as to additional reports in regard to airmen.

6. Casualties to personnel caused by non-service flying accidents will be reported as in para. **2311.**

Digitized by Google

2311. Non-flying Casualties.—1. Casualties due to accidents (other than flying accidents), and on active service due to enemy action except while flying, will be reported by telegram or cable to the Air Ministry by the unit to which the personnel involved belong, only when involving death or serious injury.

2. The report will commence with the word "Casualty" and will include the following details:—

(*a*) Place, date and time of casualty.

(*b*) Details of personnel killed or injured, as in para. **2310,** clause 1 (*d*).

(*c*) Nature and cause of accident or casualty.

For fatal casualties in overseas commands or at sea, a further telegram will be sent as laid down in the last two sentences of clause 1 of para. **2310.** When a casualty is due to self-inflicted injuries a telegraphic or cable report is not required unless the case is fatal or the patient is reported by the medical officer to be in a critical or dangerous condition.

3. A further report, as laid down in para. **2310,** clause 2, will be sent by post (*see also* para. **2317** as to additional reports as regards airmen, and para. **1325** as to the holding of a court of inquiry).

4. Changes in the condition of an injured officer or airman will be reported in accordance with paras. **2315,** clause 3, and **2316,** clause 1.

2311A. Casualties to Air Force Personnel Serving under Naval Discipline.—Whenever casualties occur among air force personnel serving under naval discipline, the senior air force officer will place the captain of the ship in possession of the information necessary to enable the latter to render the forms and reports normally rendered by the C.O. of an air force unit. Such reports and forms may, when they do not directly concern the Admiralty, be sent direct by the captain to the Air Ministry (*see also* paras. **1327** and **2317**).

2312. Form 551—Rendering of.—1. Form 551 (Report on accidental or self-inflicted injuries or immediate death therefrom) will be rendered as soon as possible whenever an officer or airman sustains an injury resulting in—

(*a*) death;

(*b*) absence from duty for 48 hours or more; or

(*c*) absence from duty of less than 48 hours when the medical officer, who should invariably be consulted, advises that the injury may be the exciting cause of disability later.

2. A separate form will be used in respect of each individual affected and, notwithstanding the holding of a court of inquiry or investigation, will—

(*a*) for officers, be rendered direct to the Air Ministry, a copy being retained at the unit rendering the form;

(*b*) for airmen, be rendered direct to the Officer i/c Records, a copy being retained at the unit rendering the form. If reporting a flying accident, a copy will also be sent to the Air Ministry.

3. Copies of the form will not be forwarded to group or command headquarters or to the Accidents Branch, Air Ministry. Copies will *not* be included in the proceedings of courts of inquiry or investigations.

Digitized by Google

4. The form will be used in lieu of the naval hurt certificate for injuries sustained by naval or marine personnel serving with the R.A.F. if issue is appropriate under clause 1, irrespective of whether the circumstances are such as would justify the issue of a hurt certificate under Article 1419 of King's Regulations and Admiralty Instructions. Whenever the injury is one for which a hurt certificate might have been issued, copies of Form 551 will be made in the Air Ministry or Record Office, as the case may be. For an officer, the original Form 551 and one copy will be returned to the C.O. of the unit, who will pass the original to the officer, endorse the copy to that effect, and return the copy to the Air Ministry for transmission to the Admiralty. For a rating, the original Form 551 will be returned by the Officer i/c Records to the unit for attachment to the service certificate (naval or marine) on which an appropriate note will be made.

5. The statement made by the injured person in Section 2 of the form will not be used as evidence against him in any subsequent disciplinary proceedings. The rendering of the form should not be delayed in the event of his being unable to make a statement, but the latter should be forwarded at the earliest opportunity.

6. No statements of witnesses are required in support of Form 551 when an accident forms the subject of a court of inquiry or an investigation under para. **1325.** Where no such inquiry or investigation is held, Form 551 must be accompanied by full statements taken by an officer or warrant officer from witnesses of the accident and signed by the witnesses. Where there are no witnesses, statements from any persons to whom the injured person may have mentioned his injury immediately after the occurrence should, when obtainable, be attached to the form. When the witnesses of an accident in an organised game, etc., are in agreement, the evidence of one witness only need be attached to the form, the statement being endorsed by the other witnesses in corroboration. When separate forms are rendered in accordance with clause 2, a copy of the statements of witnesses will be attached to each form.

7. When injury is sustained in gliding or an organised game, etc., it is most important in the interests of the injured officer or airman that the questions contained in Section 4 (*b*) of the form should be answered carefully and in full detail, since, if and when the question of attributability of the injury to conditions of service has to be decided under para. **3612, 3711** or **3750,** that decision will be based on the information given in answer to these questions.

8. When an affirmative answer is given to Section 4 (*a*) (i) of the form, the statement required by Section 2 should specify the particular act of air force duty on which the officer or airman was engaged at the time the injury was received.

9. All casualties will also be reported in accordance with paras. **2310** to **2311A** and **2313** to **2323.**

10. When, by reason of sickness or injury due to his negligence or misconduct or any blame-worthy cause within his own control, an airman receives medical treatment in hospital or is provided with medical comforts in a non-dieted hospital or sick quarters or in his own quarters, hospital charges will not be regarded as a penalty which may be withheld in extenuating circumstances; nor will the question of their recovery be

Digitized by Google

affected by considerations of whether the airman was on or off duty at the time the disability was sustained. Whether or not an accident subsequently forms the subject of a court of inquiry or an investigation under para. **1325,** the responsibility for ordering recovery of hospital charges rests with the competent authority who first decides that the airman is to blame for his disability. If this decision is not maintained by higher authority, however, any charges recovered will be refunded to the airman, subject to the prior approval of the Air Ministry.

2313. Injuries Sustained in Gliding, Games, &c.—1. Injuries sustained in gliding, or in games or other forms of physical recreation will not be reported as occurring on duty, but in order that the Air Council may be in a position, should the necessity arise, to decide whether or not such an injury may be regarded as directly attributable to the conditions of service for the purpose of the award of disability retired pay, pension or gratuity, or pensions and allowances to widows, children or other dependants, the appropriate questions on Form 551 will be answered stating whether the injury was sustained in gliding carried out by a service gliding club and supervised by an officer or fully qualified airman pilot or in a game or other form of physical recreation organised by or with the approval of the proper air force authority. The opinion so expressed in Form 551 will not, however, be regarded as fettering in any way the discretion of the Air Council in deciding the question of attributability—*see* para. **3612.**

2. *See* para. **1455** as to medical examination of personnel before participating in gliding, games, &c., after injury or illness.

2314. Deaths from Natural Causes—Air Ministry to be Informed.—1. The death of an officer or airman from natural causes, both in time of peace and on active service, will be reported by telegram, or cable, to the Air Ministry by the unit, whether the death occurs in a hospital or not. The report will be confirmed by letter as soon as possible to the Air Ministry and, when concerning an airman, also to the Officer i/c Records.

2. The report will commence with the word "Casualty" and will include the following details:—

(*a*) Quote the word—"Death."
(*b*) Full name, rank, and unit, and official number of an airman.
(*c*) Cause of death.
(*d*) Whether or not next-of-kin has been informed.
(*e*) Name, relationship, and address of next-of-kin.
(*f*) Place and date of death.
(*g*) If death occurred in hospital, name and address of hospital.

2315. Illness—When Air Ministry to be Informed.—1. If an officer or airman, whether in time of peace or on active service, becomes seriously or dangerously ill, a telegram or cable will be sent to the Air Ministry by the unit, whether the officer or airman has been admitted to hospital or not.

Digitized by Google

2. The report will commence with the word "Casualty" and will include the following details:—

(*a*) Quote the words—"Serious (or dangerous) illness," as appropriate.

(*b*) Full name, rank, and unit, and official number of an airman.

(*c*) Nature of illness or disease.

(*d*) Whether or not next-of-kin has been informed.

(*e*) Name, relationship, and address of next-of-kin.

(*f*) Whether admitted to hospital, and, if so, name and address of hospital, and date of admission.

(*g*) When the casualty occurs abroad, *see also* para. **2316,** clause 2.

3. Changes in condition, i.e. when a patient is transferred from the seriously ill to the dangerously ill list, and *vice versa*, or is finally removed from the seriously ill list, will also be reported to the Air Ministry, abroad by cable, and at home by post (but *see* para. **2316,** clause 1). The text of the cable from abroad will commence with the word "Casualty."

2316. Next-of-kin—How to be Informed.—1. *At home.* (i) In the event of death or dangerous injury or illness (whether by accident or through natural causes) the unit will, if the next-of-kin resides in the British Islands, telegraph to the next-of-kin immediately, stating briefly the cause of death or the nature of the illness or injury (*see also* para. **3032**). Where an officer or airman is placed on the seriously ill list the notification will normally be made by letter containing all available particulars, and including, where feasible, an assurance that no occasion exists for immediate anxiety, but that should such arise immediate notification by telegram will be sent. This assurance will be given only when the medical officer is entirely satisfied on the point. Changes in the condition of the patient, as mentioned in para. **2315,** clause 3, will also be notified to the next-of-kin. The unit will be responsible for sending the telegram or letter, whether or not the officer or airman concerned has been admitted to hospital. Any notification of any injury which would normally be made by letter may be made by telegram if for any reason (e.g. through the accident having been reported in the public press) it is considered desirable that the next-of-kin should have immediate information.

(ii) If the next-of-kin resides abroad, the notification will be sent by the Air Ministry in the case of officers, or the Officer i/c Records, in the case of airmen, and not by the unit.

(iii) When the casualty is fatal, the instructions contained in para. **172** will be complied with.

2. *Abroad.*—When a casualty occurs abroad, the unit will inform the next-of-kin only when he or she is resident in the country where the casualty occurs; in other cases the next-of-kin will be informed by the Air Ministry or the Officer i/c Records as the case may be. In the latter event, where feasible, the assurance referred to in clause 1 will be included in the report to be rendered as laid down in para. **2315.**

3. *At home and abroad.*—When a death occurs at home or abroad, a letter signed by the C.O. will be sent to the next-of-kin, giving informa-

Digitized by Google

tion as to the nature of the fatal accident or illness, together with any other information which the C.O. considers appropriate. This letter will be sent whether or not a telegram has been sent by the unit under clause 1 or 2. Similarly a letter giving all available particulars will be sent to the next-of-kin whenever a report is received from the medical authorities that a patient under treatment is certified to be insane, or (if under the age of 21 years) is about to be sent home on medical grounds. The C.O. may also, on the recommendation of the P.M.O. of the command, notify the next-of-kin of a patient under observation for mental disease, but this notification must be sent when such a patient is being sent home to the United Kingdom (*see* para. **1611,** clause 4).

4. In writing the letter required by clause 3, a C.O. will take care, especially under active service conditions, to distinguish between known facts and details which are inferences or probabilities.

2317. Casualties to Airmen—Special Instructions.—When casualties to airmen occur at home or abroad, the signals dispatched under paras. **2310, 2311, 2314** and **2315** will be addressed "Air Ministry, repeated Records," and, when concerning airmen serving in H.M. ships other than aircraft carriers, will also be repeated to the headquarters or unit on the strength of which the airmen are borne.

2318. Death of Officers and Members of the Nursing Service—Special Instructions.—1. The C.O. of the unit will be responsible that the accountant officer is notified of the death of an officer. On receipt of the report of death under paras. **2310, 2311** and **2314,** the Air Ministry will inform the agents. In India, if the officer is paid from Indian funds, the C.O. of the unit will be responsible for acquainting the paymaster concerned.

2. The C.O. of a hospital or the senior medical officer of a unit will be responsible for notifying the accountant officer of the death of a member of the nursing service.

2319. Registration of Deaths.—The instructions in regard to the method to be adopted for the civil registration of deaths are contained in paras. **2368** to **2370.**

2320. Burial.—When a death occurs, the place of burial of an officer or airman will be reported to the Air Ministry or to the Officer i/c Records respectively. If the death occurs abroad, particulars of the funeral describing the location of the grave will be added to the report.

2321. Death of Jews.—On the death of an officer or airman of the Jewish faith, the following information will be sent (by the Air Ministry for an officer, and by the Officer i/c Records for an airman) to the Jewish Chaplain:—

(*a*) Full names and rank (and official number of an airman) of deceased.
(*b*) Date and place of death.
(*c*) Cause of death.
(*d*) Particulars of next-of-kin.

2322. *Deleted.*

Digitized by Google

2323. Casualties Involving Third Party Compensation.—1. In view of the provisions of paras. **3614, 3706** and **3751,** action will be taken under this para. when an officer or airman is killed or injured in circumstances giving rise to a claim against a third party in respect of the death or injury.

2. The classes of casualty covered by this para. are—

Class A.—Death or injury, while in air force service (whether on or off duty), in circumstances giving rise to a claim for damages by the individual or his representative against the party responsible for the casualty (e.g. death or injury by being run over while on the march by a private motor car).

Class B.—Death of, or criminal injuries to, an officer or airman caused by the inhabitants of the country in which he is serving, in circumstances justifying a financial penalty on the district in which the outrage takes place (e.g. crimes in occupied territories for which a fine is inflicted on the inhabitants).

3. In cases arising under class A, the circumstances and the nature of the injuries will be reported at once to the Air Ministry, the proceedings of any court of inquiry or report of other action taken under para. **1325** to investigate the accident being forwarded as soon as possible thereafter. In cases arising under class B, the air or other officer commanding, or, as the conditions in the country may dictate, the general officer commanding-in-chief, of the command in which the outrage occurs, will be responsible for putting forward a demand on the civil government for compensation either direct or through diplomatic channels, as circumstances require. The amount claimed may be fixed in the first instance at the discretion of the air or other officer commanding, or the general officer commanding-in-chief, as appropriate, having regard to all the circumstances and "subject to confirmation by H.M. Government." Full particulars will then be reported to the Air Ministry, in order that the amount of the claim may be reviewed.

4. The amount of any sum recovered, or proposed to be recovered, by way of compensation, will be reported to the Air Ministry. For an airman an additional report will be made to the Officer i/c Records, who will enter the figure on the airman's permanent record for use in the event of his discharge or death. If compensation cannot be recovered, the fact will be stated with reasons.

5. Nothing contained in this para. affects the right of an aggrieved officer or airman to take action on his own responsibility with a view to the recovery of damages should he wish to do so. The costs of such action will not be recoverable from public funds.

6. When an officer or airman is injured, whether on or off duty, to such an extent as to necessitate his absence from duty or the provision of hospital or medical treatment at public expense, and in circumstances which indicate that a third party might be held responsible, a notification* will be sent without delay by the C.O. to the third party in the following form (adapted as necessary to meet particular circum-

* Notification will not be required where the accident leading to the injury occurred in Scotland.

Digitized by Google

stances), a copy of the notification being forwarded at the same time to the Air Ministry:

> "I have to refer to the accident on the ..... instant in which (rank and name) sustained injuries in a collision with your car No. ....., and to give you notice on behalf of the Air Ministry that it is proposed to consider the presentation of a claim against you in respect of the loss of his services while absent from duty as a result of the accident and of the cost of the hospital and medical treatment afforded to him.
>
> I am to point out that the department's claim must be regarded as distinct from any personal claim which may be preferred against you by .....* and should be dealt with separately direct with the Air Ministry and not through him."

Any reply received by the C.O. to the above notification should be forwarded for action to the Air Ministry through the usual channels.

7. The officer or airman should be advised that any claim which he himself makes against the third party should be confined to his own personal damages, and that he should avoid giving any undertaking (when acknowledging receipt of compensation or at any other time) which might preclude the Air Ministry from pursuing a claim in respect of the loss of his services and the cost of hospital treatment, etc.

SECTION VIII.—OFFICERS' RECORDS.

2333. Marriage Record and Record of Children.—1. Every officer will report his marriage, as soon as possible after the event, to the Air Ministry through the usual channels. An official copy of the marriage certificate will be attached to the report. An officer who, at the time of his appointment to a commission, is already married, will report the fact in like manner as soon as possible after he has been gazetted to a commission. The allowances admissible in respect of a qualified married officer will not be payable until the marriage certificate has been received and accepted at the Air Ministry.

2. An officer is similarly required to notify the Air Ministry in the event of his wife dying, or of the marriage being annulled or dissolved.

3. Every married officer claiming married rates of allowance in respect of his children, step-children or adopted children only, under the provisions of para. **3237**, will forward to the Air Ministry, through the usual channels, the birth certificates or certificates (or official copies thereof) of the child or children, or the original adoption order or a certified copy of the entry in the Adopted Children Register, and will notify the Air Ministry of the subsequent marriage or death of any such child or children.

2334. Officer's Record of Service.—1. Except in so far as a local record is provided for in clause 3 and in para. **2335**, the only authoritative record of an officer's services will be that maintained in the Air Ministry.

* Name of injured officer/airman.

Digitized by Google

2. When it has been decided to try an officer by court martial, the convening officer, except in Aden Command, will apply direct to the Air Ministry, by signal, for an extract from the officer's record of service on A.M. Form 731, indicating to which station the form is to be sent. The application will, if possible, state the date fixed for the trial. *See* para. **1153** as to use of A.M. Form 731 in connection with a summary trial.

3. To provide for courts martial and summary trials in Aden Command, whenever an officer is posted to that command, the Air Ministry will forward to the air or other officer commanding an extract from his record of service on A.M. Form 731. This form will be kept at the headquarters of the command, and the air or other officer commanding will be responsible that it is kept fully up to date in every material particular. Additional details, except as to the period awaiting trial, will not be recorded on the original form, but will be entered on a separate sheet of paper to be attached thereto. Such additional entries will be certified by the officer responsible for keeping the record.

4. *Deleted.*

5. When an officer becomes non-effective by death, retirement, &c., placing on half-pay (except for a short period), transfer to the reserve, or posting to the special duty list, or when an officer is transferred from Aden Command to another command abroad, or is posted to the home establishment, his record of service will be forwarded to the Air Ministry.

2335. Record to be Kept for Local Use.—1. A Form 373 (Officer's Record Card) will be prepared in duplicate for every newly commissioned officer at the unit where he first reports for duty (the form for a cadet passing out from the R.A.F. College will be originated at the College). One copy of the form will be maintained (for purposes of routine administration only) at the unit to which the officer belongs or is attached, and the other at the appropriate group headquarters at home, or command headquarters abroad. When an officer is serving at a command or group headquarters, both copies of the form will be maintained at the headquarters. The record on Form 373 will contain only the information which is required to be kept in accordance with the headings on the form. When the form becomes unserviceable through age or because there is no room for further entries, all existing entries, with the exception of those relating to postings and attachments more than ten years old, will be transferred to a new form, the transcription carefully checked and certified as correct, and the old form destroyed.

2. A Form 381 (Officer's Leave Card) will be prepared in duplicate for every newly commissioned officer at the same time as the Form 373: one copy will be kept with the unit copy of this form, and the other with the group or command copy. A record of all leave taken by an officer (exclusive of periods not in excess of 48 hours) will be maintained on the form. When it becomes unserviceable because there is no room for further entries, a record of all the leave taken during the current leave year will be transcribed to a new form and the old form retained for a year and then destroyed.

3. When an officer is posted to a new unit, the unit in which the officer has been serving will transmit as soon as possible Form 373 and

Digitized by Google

Form 381 (duly completed to date) to the unit to which the officer has been posted. In addition, if an officer is posted to another command or group, the air or other officer commanding will forward as soon as possible Form 373 and Form 381 (duly completed to date) to the headquarters of the command or group to which the officer has been posted.

4. When an officer is posted from a unit to the Air Ministry, Form 373 and Form 381 will be forwarded to the Air Ministry by the air or other officer commanding. The unit from which the officer has been posted will forward Form 373 to the Air Ministry and Form 381 to the Accountant Officer, Air Ministry Unit. Similarly, when an officer is posted from the Air Ministry to a unit, one copy of Form 373 and Form 381 will be transmitted to the air or other officer commanding by the Air Ministry, and the other copy of Form 373 and Form 381 will be transmitted to the unit by the Air Ministry and the Accountant Officer, Air Ministry Unit, respectively.

5. When an officer is placed on the half-pay list (except for a short period), transferred to the reserve, placed on the retired list or posted to the special duty list, or when an officer attached from the R.N. or seconded from the Army returns to his parent service, both copies of Forms 373 and 381 will be forwarded to the Air Ministry. When an officer becomes non-effective otherwise than as above, both copies of the forms will be destroyed.

2336. Medical History Envelopes.—1. A medical history envelope (Form 48) will be prepared at the Air Ministry for every officer on first entry into the service. The envelope will then be sent to the unit to which the officer is posted.

2. The medical history envelope of an officer will have enclosed in it, during his service, the flimsy copies of all Forms 826, 39, 42, 46 and 473, together with the original reports of special examinations (e.g. bacteriological and X-ray) when they cannot be embodied on Form 39, 42, or 46, which may from time to time be prepared in respect of him under the regulations contained in Chapter XIX. It will thus, with the details contained in the various tables printed on the envelope itself, contain his complete medical history.

3. An officer's medical history envelope will be disposed of as follows on the occasions specified:—

Movement of Officer.	*Disposal of Envelope.*
(*a*) From one unit to another in the same command or group.	To the new unit.
(*b*) From one unit in a command or group at home to another at home or abroad.	From the old to the new unit direct.
(*c*) From a unit in a command abroad to home establishment:—	
(i) Effective officers.	To the air or other officer commanding abroad for transmission to No. 1 R.A.F. Depôt, immediately the officer embarks for home establishment.

Digitized by Google

Movement of Officer.	*Disposal of Envelope.*
(ii) On posting home non-effective sick or granted sick leave in the United Kingdom.	To the Air Ministry immediately the officer embarks. If the officer is proceeding by transport, naval vessel or hospital ship, the envelope will be placed in the custody of the O.C. the ship who, on the officer's disembarkation, will pass it to the R.A.F. embarkation officer for transmission to the Air Ministry or medical unit concerned.
(*d*) From a unit to a medical board.	To the president of the board so as to reach him 48 hours before the time fixed for the board.
(*e*) On admission to	
(i) a service hospital	To the hospital.
(ii) a civil hospital	Retain at the unit until the officer is transferred to a service hospital when it will be sent to the latter.
(*f*) On discharge from hospital to a medical board.	To the president of the board so as to reach him 48 hours before the time fixed for the board.
(*g*) From medical board or on discharge from hospital to duty or sick leave (*see also* (*c*) above).	To the unit or, if in the United Kingdom but not on the strength of a home unit, to the Air Ministry.
(*h*) On posting to half-pay (except for a short period), or to the special duty list, or on retirement, &c., or on death.	To the Air Ministry.
(*i*) On transfer to the reserve	To the A.O.C., Reserve Command.
(*j*) From a unit or service medical establishment to the R.A.F. Institute of Pathology and Tropical Medicine for examination.	To the C.O. of the R.A.F. Institute of Pathology and Tropical Medicine so as to reach him 48 hours before the time fixed for examination.
For an attached naval or marine officer—	
(*k*) On reversion to general naval service or corps duty—	
(i) permanently	(*a*) If the officer is *not* required to keep in flying practice, to the Air Ministry. (*b*) If the officer *is* required to keep in flying practice, to the ship or establishment to which he is appointed. When he reaches the age of 35 or

Digitized by Google

Movement of Officer.	*Disposal of Envelope.*
	attains the rank of commander it will be returned to the Air Ministry.
(ii) temporarily	To the ship or establishment to which the officer is appointed.
(*l*) On re-attachment from general naval service or corps duty.	To the new unit through the appropriate air or other officer commanding.
(*m*) On retirement or on death.	To the Air Ministry.
For a seconded Army officer—	
(*n*) On ceasing to be seconded.	To the officer's regiment.
(*o*) On re-secondment.	To the new unit through the appropriate air or other officer commanding.
(*p*) On relinquishing temporary R.A.F. commission, or on death.	To the Air Ministry.

4. An officer's medical history envelope and its enclosures will be regarded as a confidential document and will be handled and transmitted as such. An officer will not in any circumstances be allowed access to the contents of his own envelope.

5. In all other respects an officer's medical history envelope will be dealt with in the same manner as an airman's medical history envelope as laid down in Chapter XXIX, Section IV, except that applications for new Forms 48 will be addressed, and the necessary certificates rendered, to the Air Ministry instead of to the Officer i/c Records.

2337. Change of Next-of-Kin.—1. An officer will be careful to keep the Air Ministry informed immediately of any change in the name and/or address of his next-of-kin or of any other person whom he wishes to be notified of any casualty which occurs to him. If serving at a unit he will report any such change to his unit who will note it and transmit without delay one copy of the notification direct to the Air Ministry and one copy to the appropriate command or group headquarters for record purposes.

2. All changes reported under this para. will be entered in the record referred to in para. **2335.**

2338. Date of Birth.—1. At the time of appointment to a commission an officer will be required to produce a birth certificate. Except as provided in clause 2, the date of birth shown thereon will be used throughout his service for all official purposes.

2. If an officer, on promotion to a commission in the R.A.F., R.N., Royal Naval Air Service, R.M., or Army, was serving (*a*) as a warrant officer in the R.N. or Royal Naval Air Service, or (*b*) as a rating in the R.N. or R.M. on a continuous service engagement, or (*c*) as a soldier in the Army or an airman in the R.A.F. on an ordinary engagement, the date of birth as originally declared by him and shown on his engagement or attestation paper will be adhered to for all official purposes. The Air Council, however, reserve the right to direct that the date shown on the officer's birth certificate shall be accepted.

Digitized by Google

SECTION IX.—SERVICE BOOKS, ACCOUNTS AND DOCUMENTS TO BE KEPT BY UNITS; BOOKS TO BE KEPT BY OFFICERS AND AIRMEN.

2348. List of Books, &c., to be Kept.—1. Except as provided in clause 2, the following books, accounts and documents will be kept by every unit, and the C.O. will be responsible that they are correctly amended and kept up to date and that all entries as required by regulations are made therein:—

(1) A.M.Os. (complete set).
(2) Command standing orders (if any).
(3) Command and group routine orders.
(4) Station daily routine orders.
(5) Station standing orders.
(6) Unit standing orders, if not included in (5).
(7) Casualty forms.
(8) Air publications as necessary for the particular unit.
(9) Register of confidential books.
(10) Map and chart account.
(11) Operations Record Book.
(12) Register of correspondence.
(13) Postage book.
(14) Pay ledger.
(15) Cash book.
(16) Casual payments book.
(17) Civilian employees wages book, if a wages list is not applicable.

Not required in any unit in which an accountant officer is not allowed by establishment.

(18) Copies of returns.
*(19) Guard reports (*see* para. **1127**).
(20) Record of declarations of courts of inquiry on illegal absence of airmen.
(21) Marine logs (for each marine craft on charge).
(22) M.T. log book (one for each vehicle).
(23) Aircraft log books (one for each aircraft).
(24) Engine log book (one for each engine).
*(25) Watch log (flying stations only).
*(26) Officers' mess accounts.
*(27) Sergeants' mess accounts.
*(28) Airmen's messing account.
*(29) Service institute account.
(30) Particulars of officers (*see* para. **2335**).
(31) Medical history envelope (one for each officer).
(32) Mobilization regulations.
(33) Dress regulations.
(34) Airmen's service documents (*see* para. **2098**).
(35) Alphabetical index card (airmen).
*(36) Standing contracts applicable to the station.
*(37) Medical store accounts.
*(38) Dental store accounts (where applicable).
(39) Record of publications and diagrams (*see* para. **2287**).
*(40) Registered post book.
(41) R.A.F. equipment accounts (self-accounting units only).
*(42) Losses book (*see* Appendix VI, para. **19**).
(43) Offence reports (*see* para. **1127**).

Digitized by Google

1A. Books will be kept by competent medical authorities and in hospitals and station sick quarters as specified in A.P. 1269.

2. Where more than one unit is located at the same station, the books, accounts and documents marked with an asterisk in clause 1 will not necessarily be kept by every unit; unless regulations or special instructions to the contrary effect exist, only one set will be kept for the station as a whole.

3. The Officer i/c Records will keep such books, ledgers, rolls and other documents as may be ordered with a view to ensuring that he has full and complete information in an accessible form in regard to every airman's regular and reserve service.

2349. Operations Record Book.—1. Every unit and each formation headquarters will maintain continuously in duplicate an Operations Record Book (Form 540).

2. The object of the Operations Record Book is to furnish a complete historical record of the unit or headquarters from the time of its formation, including an accurate record of each operation carried out by the unit. Officers responsible for compiling the Operations Record Book are to ensure that the entries made are sufficient to achieve this object.

3. Entries should include—

(*a*) the circumstances of the initial formation of the unit, e.g. where formed, its establishment, its equipment, the names of its commanders, etc.

(*b*) subsequent changes in the unit's location, function, organisation, establishment, strength, command, equipment, accommodation, disbandment, resuscitation, etc.

(*c*) *deleted.*

(*d*) a summarised account of all operations and important exercises;

(*e*) any important particulars relating to the allocation of duties among the personnel;

(*f*) the particulars of any officer or airman promoted for gallantry or meritorious service, decorated, or mentioned in despatches;

(*g*) a record of casualties to officers, airmen and any troops or civilians attached (i.e. killed, wounded, etc.).

4. During major operations or when a unit is placed upon a war footing, the Operations Record Book will be compiled from day to day and the following documents will be attached as appendices to the original and duplicate copies of the book:—

(*a*) R.A.F. Form 541 "Detail of work carried out."

(*b*) A copy of each operation order and instructions issued.

(*c*) A copy of operation orders and instructions received from a higher formation, when no longer required for reference purposes.

(*d*) A copy of each narrative of, or report on, operations drawn up by the unit or headquarters.

(*e*) Any sketches or special maps referred to.

4A. Form 765A will be completed in full and inserted as an additional appendix to Form 540 when special instructions to this effect have been issued by the Air Ministry. In these circumstances a copy of the form

Digitized by Google

will be rendered daily to the Air Ministry as required by para. 41 of Chapter XX of the R.A.F. War Manual, Part II (A.P. 1301). If the special instructions have not been issued, operational flying and armoured car units engaged in minor operations will complete certain parts of the form only, as specified on the form. A copy of the modified Form 765A will be inserted in Form 540 but a copy will not be forwarded to the Air Ministry.

4B. Non-operational units, flying and non-flying, will not in any event use Form 765A. They will use Form 765B or 765D in accordance with the instructions given in A.P. 1301, Chapter XX, para. 41. Form 765B and Form 765D will not be inserted as appendices to Form 540.

5. Events should be entered up promptly, otherwise much of importance may inadvertently be omitted.

6. Writing will be on both sides of Form 540 and will be distinct. Names of persons and places will be given in block capitals. The spelling of place names will be that shown on the latest maps issued. Map references will be given.

7. The Operations Record Book (Form 540) will be secret.

8. The extraction of appendices, maps, etc., from the Operations Record Book (Form 540) is an offence under the Official Secrets Act.

2350. Disposal of Operations Record Book.—1. During normal conditions the original Operations Record Book (Form 540) will be held by the unit or formation concerned. The duplicate copy will be forwarded through the usual channels to the Air Ministry in January of each year following the date of formation of the unit.

2. When a unit is placed upon a war footing, or is called upon to undertake major operations the performance of which may make it difficult for the unit to provide safe custody for the original Operations Record Book, this, with appendices, will be sent through the usual channels to the Air Ministry together with the duplicate form (and appendices) compiled since the beginning of the year. A new record will immediately be started as directed in para. **2349**, clause 4.

3. During the conditions referred to in clause 2, both original and duplicate copies of Form 540, together with all relevant appendices, will be forwarded monthly through the usual channels to the headquarters of the command or force. The latter will forward the original (and appendices) as soon as possible after the end of each calendar month to the Air Ministry. It will forward the duplicate copy to the Air Ministry when the copy is no longer required for reference, in any case not later than six months after its receipt from the unit.

4. On the resumption of normal conditions, the Operations Record Book (Form 540) of any unit which has forwarded it to the Air Ministry for safe custody under the terms of clause 2 will be returned to the unit, and the action described in clause 1 will be recommenced.

5. When a unit is disbanded or otherwise loses its identity, both copies of the Operations Record Book will be completed to the date of disbandment by the insertion of full details of the unit's distribution and will then be forwarded to the Air Ministry.

2351. *Deleted.*

Digitized by Google

2352. Books to be kept by Officers and Airmen.—1. Officers and airmen will be in possession of the latest editions of the undermentioned books:—

(*a*) *Officers of the general duties branch.*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
Manual of Air Force Law. (A.P.804.)
R.A.F. Pocket Book. (A.P.1081.)
,, War Manual, Part I—Operations. (A.P.1300.)
,, ,, ,, Part II—Organisation and Training. (A.P.1301.)
,, Flying Training Manual, Part I—Landplanes. (A.P.129.)

(*b*) *Officers of the equipment branch.*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
Manual of Air Force Law. (A.P.804.)
R.A.F. Pocket Book. (A.P.1081.)
,, War Manual, Part II—Organisation and Training. (A.P.1301.)
,, Equipment Regulations, Vol. I. (A.P.830.)
,, ,, ,, ,, II. (A.P.830.)
Regulations for Supplies Services. (A.P.112.)

(*c*) *Officers of the accountant branch.*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
Manual of Air Force Law. (A.P.804.)
R.A.F. Pocket Book. (A.P.1081.)
,, War Manual, Part II—Organisation and Training. (A.P.1301.)
,, Equipment Regulations, Vol. I. (A.P. 830.)
Active Service Accounting Instructions. (A.P.1413.)
Mobilization Regulations for the R.A.F. (A.P.1096.)

(*d*) **Officers of the medical branch (except quartermasters).*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
Manual of Air Force Law. (A.P.804.)
R.A.F. Pocket Book. (A.P.1081.)
,, War Manual, Part II—Organisation and Training. (A.P.1301.)
Manual for Medical Officers of the R.A.F. (A.P.1269.)
Memoranda on Medical Diseases in Tropical and Sub-Tropical Areas, 1930.
Army Manual of Hygiene and Sanitation.

(*e*) *Quartermasters of the medical branch.*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
Manual of Air Force Law. (A.P.804.)
R.A.F. Pocket Book. (A.P.1081.)
Manual for Medical Officers of the R.A.F. (A.P.1269.)

* Medical officers holding temporary commissions while serving under contract will be supplied only with A.P. 1269, which will be issued direct to them.

Digitized by Google

R.A.F. Equipment Regulations, Vol. I. (A.P.830.)
Regulations for Supplies Services. (A.P.112.)

(*f*) *Officers of the dental branch.*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
Manual of Air Force Law. (A.P.804.)
R.A.F. Pocket Book. (A.P.1081.)
Manual for Medical Officers of the R.A.F. (A.P.1269.)

(*g*) *Officers of the chaplains branch.*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)

(*h*) *Officers of the legal branch.*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
Manual of Air Force Law. (A.P.804.)
R.A.F. Pocket Book. (A.P.1081.)

(*j*) *Assistant provost marshal.*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
Manual of Air Force Law. (A.P.804.)
R.A.F. Pocket Book. (A.P.1081.)

(*k*) *Director of music.*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
Manual of Air Force Law. (A.P.804.)
R.A.F. Pocket Book. (A.P.1081.)

(*kk*) *Commissioned engineer, signals and armament officers.*
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
Manual of Air Force Law. (A.P.804.)
R.A.F. Pocket Book. (A.P.1081.)
R.A.F. War Manual, Part II—Organisation and Training. (A.P.1301.)

(*l*) *Warrant officers.*†
King's Regulations and Air Council Instructions for the R.A.F. (A.P.958.)
R.A.F. Pocket Book. (A.P.1081.)

(*m*) *Airman pilots.*
Extract from King's Regulations and Air Council Instructions —Regulations relating to Flying. (A.P.1334.)
R.A.F. Flying Training Manual, Part I—Landplanes. (A.P.129.)
R.A.F. Pocket Book. (A.P.1081.)
Aeroplane Maintenance Regulations. (A.P.1574.)

(*n*) *Airmen of the medical and dental branches.*
Syllabus of Training of Airmen of the Medical and Dental Branches. (A.P.985.)

2. The books detailed in clause 1 will be supplied at public expense and replaced by new editions*, as published, under Air Ministry instructions without application.

† Warrant officers (equipment assistant) and warrant officers (clerk accounting), will also be supplied with the R.A.F. Equipment Regulations (A.P.830), Vol. I.

* Special arrangements will govern the issue of the annual reprints of King's Regulations and Air Council Instructions (A.P.958).

Digitized by Google

3. Initial issues will be made as follows:—

(*a*) Under clause 1 (*a*)	At No. 1 R.A.F. Depôt for short service officers or at the flying training school or training base for other officers, except in the case of airman pilots promoted to commissioned rank, when the books of which they are not already in possession will be issued to them on demand by units.
(*b*) Under clause 1 (*b*) and (*c*)	At the respective training school.
(*c*) Under clause 1 (*d*), (*f*), (*n*)	At the Medical Training Depôt.
(*d*) Under clause 1 (*e*), (*g*), (*h*), (*j*), (*k*), (*kk*), (*l*).	Upon demand by units.
(*e*) Under clause 1 (*m*)	At No. 1 R.A.F. Depôt.
(*f*) To cadets	At the R.A.F. College on joining.

3A. Personal issues of publications will be recorded on Form 506. An officer's Form 506 will be kept by the unit adjutant or administrative officer and will be transferred between unit and unit on change of posting. In the case of an airman the form will be kept enclosed in his Form 280.

3B. When an officer is posted to the Air Ministry or to the special duty list, Form 506 will be forwarded to the Air Ministry. On termination of such employment the form will be transmitted by the Air Ministry to the unit to which the officer is posted.

4. When copies of the books referred to in clause 1 are required for issue to officers or airmen serving on the Indian establishment application will be made to the Indian authorities.

5. Personal copies of other publications will not be issued at the public expense without Air Ministry authority. Copies of air force, naval and military books published by authority may, if required for personal use, be supplied on prepayment to all ranks at reduced rates. Demands should be made on Form 294A (those from airmen being submitted through the C.O. of the unit, who, if he recommends supply, will endorse the form accordingly), which will be returned to the applicant with the reduced price of the book inserted. The amount due will then be paid to the accountant officer (who will give credit accordingly in his cash account), and the form, duly receipted by him, will be forwarded to the A.P.F.S., care being taken that the address to which the book is to be sent is clearly written. Remittances will not in any circumstances be received at the Air Ministry or the A.P.F.S.

6. *See* para. **2291** as to amendments.

Section X.—Registration of Marriages, Births and Deaths.

2362. Marriages—Legal Performance.—1. When an airman's marriage takes place at home, care will be taken to ascertain that the ceremony is performed and registered in accordance with the civil law.

2. The registration of marriages in commands abroad is dealt with in para. **2369.**

Digitized by Google

2363. Certificate of Marriage.—1. An airman is to ask, at the time of his marriage, for a certificate of the official marriage entry. This will be furnished by the registrar of marriages, if present, and if not, by the clergyman or other person who makes the official record of the marriage. The airman will take his marriage certificate to his C.O., who will have the necessary particulars recorded on his certificate of service, and his alphabetical index card.

2. If the airman is entitled to family allowance, the certificate will be used and disposed of as directed in para. **3356.** If the airman is not entitled to family allowance the certificate will be forwarded direct to the Officer i/c Records by the C.O. The Officer i/c Records will return the certificate to the wife unless the airman expresses any wish to the contrary.

2364. Certificates of Birth.—Except as provided in para. **3356,** clause 7, on the birth of a child the airman concerned will immediately furnish his C.O. with a certificate of registry of birth, the details of which will be entered upon his alphabetical index card. The C.O. will forward the certificate direct to the Officer i/c Records, who will return the certificate to the wife unless the airman expresses any wish to the contrary. *See* para. **3356** as to the production of a full certificate of birth for family allowance purposes.

2365. Baptismal Certificates.—When the child of an airman is baptised the father will obtain from the officiating clergyman a copy of the baptismal certificate, which he will take to his C.O. for notation as in para. **2364.** A baptismal record may be of great importance as legal evidence in the absence of a birth certificate, and may further afford the airman means of supporting the claims of his legitimate children to the benefits to be obtained from any public institutions formed for the relief of the wives and children of airmen. For this reason the baptismal register (Form 562) will be carefully preserved by chaplains as a permanent record, and in no circumstances destroyed.

2365A. Adoption of Children.—1. When under the provisions of the Adoption of Children Act, 1926, the Adoption of Children Act (Northern Ireland), 1929, or the Adoption of Children (Scotland) Act, 1930, a child of an airman is adopted by another person or an airman adopts the child of another person, or his own illegitimate child, the airman concerned will immediately notify his C.O. and will furnish him with the original adoption order or a certified copy of the entry in the Adopted Children Register in order that the necessary details may be noted in the airman's service documents (*see* para. **2364**). If the airman is entitled to family allowance the order or certificate will be sent to the Air Ministry as directed in para. **3356.**

2. If the child of an airman is adopted by deed by another person, without an order under the Adoption of Children Act, 1926, the Adoption of Children Act (Northern Ireland), 1929, or the Adoption of Children (Scotland) Act, 1930, the airman concerned will immediately notify his C.O. and furnish him with a copy of the agreement in order that the airman's service documents may be noted. The deed of agreement will be forwarded by the C.O. to the Officer i/c Records—through the Air

Digitized by Google

Ministry if family allowance is in issue—and will be returned to the airman when his permanent record has been noted.

2366. Deaths.—An airman will report to his C.O. the death of any member of his family, including any adopted child, in order that the necessary entry may be made on the casualty form (Form 739), on his service documents, and in his permanent record kept by the Officer i/c Records, and where family allowance is in issue, in order that para. **3373** may be complied with.

2367. Fees for Certificates.—1. The fees chargeable for certificates of marriages, births, baptisms and deaths, except for the death of an officer or airman, will be paid by the individuals concerned.

2. If a birth certificate is lost, a fresh one can be obtained on payment of the statutory fees on application to the local registrar or the Registrar General in England or Scotland, as appropriate.

2368. Civil Registration of Births and Deaths at Home.—1. Births and deaths among the air forces at home will be notified as follows, as soon as possible after the event, to the local registrar for registration:—

(*a*) Every married officer and airman will be personally responsible for notifying to the registrar births and deaths which occur in his family.

(*b*) The death of an officer or airman serving at home will be notified to the registrar by the C.O. under whom the deceased officer or airman was serving.

2. The notification should furnish the following particulars:—

Birth.—The date and place of birth, sex, name (if any); unit, name, surname, rank and profession of father; name and maiden name of mother.

Death.—The date, place and cause of death; unit, name, surname, sex, age, rank and profession.

2369. Registration Abroad.—1. Registers of (*a*) marriages among officers and airmen and their families, and (*b*) births in the families of officers and airmen, and (*c*) deaths among officers and airmen and their families, will be kept at the headquarters of each command abroad (including India) for all personnel serving, and families living, in the command.

2. The Army Books A.B.113 (register of marriages), A.B.112 (register of births), and A.B.114 (register of deaths), respectively, amended as necessary, will be used for this purpose and will be completed in accordance with instructions contained therein. The air or other officer commanding keeping the register will be responsible that there are no omissions or incorrect insertions. The nationality of the subject of every entry will be inserted and care will be taken to ascertain that the local regulations are properly regarded. Entries relating to subjects of Eire and of Northern Ireland respectively will be distinguished in the nationality column of the registers.

3. The C.O. of a unit will notify the headquarters of the command of every birth, marriage, or death which occurs amongst the officers

Digitized by Google

and airmen serving under him (or their families), upon the appropriate Forms A.F.42a (births), A.F.43a (marriages), and A.F.44a (deaths), immediately after the event. The air or other officer commanding keeping the register will then cause the necessary entry to be made in the register and will return the form to the C.O. of the unit as an acknowledgment that this has been done. For an airman the form will be retained with his service documents. An officer or airman on detached duty will be responsible for supplying the necessary information, through the usual channels, to the headquarters keeping the register. Should, however, a birth, marriage, or death occur in a detachment serving within a command other than that to which the detachment belongs, the report will be made to the air or other officer commanding the command in which the detachment is serving or quartered, who will make the necessary entry in his register. Such registration will be additional to any other notations on records, &c., which may be required by regulations, e.g. under paras. **2363** to **2366** and **2333** (for officers).

4. Certified copies of extracts from the registers (marriages on A.F. A43, births on A.F. A42, and deaths on A.F. A44), or "Certificates of no registry," will be transmitted on 1st January and 1st July by the air or other officer commanding keeping the registers direct to the Registrar General, Somerset House, London, W.C.2. Extracts held back for completion should be transmitted when complete.

5. Officers in possession of Army Books 112, 113 and 114, will, if the parties so desire, furnish a certificate of birth, marriage or death at the time of registration in Army Books 112, 113 and 114. These certificates will be given on Army Forms A42b, A43b and A44b respectively, amended as may be necessary. No fees will be charged for the certificates, which will take the place of the certificates normally issued by a civil registrar at home and will be forwarded to Officer i/c Records for notation in the airman's permanent record.

6. Officers in possession of the Army books and forms mentioned in this para. will take special care to see that they are kept in safe custody.

7. The original registers when filled up will be forwarded direct to the Registrar General. Upon the withdrawal of the air forces from any country the registers will be forwarded to the Registrar General whether full up or not.

8. Supplies of the above-mentioned registers and forms will be obtained direct from the Registrar General by the air or other officer commanding.

9. For the purpose of this para. the following authorities have been vested with the same powers and have the same duties in relation to officers and airmen as air or other officers commanding R.A.F. commands abroad:—

(*a*) The R.C.A.F. Records Officer, Ottawa, Canada.

(*b*) The Officer-in-Charge of Records, R.A.A.F. Headquarters, Melbourne, Australia.

(*c*) The Director of Personal Services, R.N.Z.A.F. Headquarters, Wellington, New Zealand.

(*d*) The Base Personnel Staff Officer, Air Force House, Potgieter Street, Pretoria, South Africa.

Digitized by Google

2370. Removal out of or into England and Wales.—1. Where it is intended to remove the body of a deceased person out of England or Wales for disposal in Scotland, Northern Ireland, Eire, the Isle of Man, the Channel Islands or in any foreign country, dominion or colony, notice of such intention must be given by the person effecting the removal to the coroner within whose jurisdiction the body is lying. The body must not be removed out of the country before the expiration of four clear days after the day on which the notice was received by the coroner unless the coroner has previously stated that he does not intend to hold an inquest. Forms on which the notice to the coroner should be given may be obtained from the registrar of births and deaths.

2. In the event of the removal of the body of a deceased person into England or Wales for disposal, application should be made by the person effecting the disposal to the registrar of births and deaths of the sub-district in which it is intended to dispose of the body for a certificate of no liability to register and this certificate must be produced at the burial. This procedure will also apply when a death occurs on board a ship and the body is brought ashore for burial.

Section XI.—Parliamentary Representation.

2375. Parliamentary Registration and Voting.—Instructions with regard to the registration of R.A.F. personnel as electors for the Imperial Parliament, the Parliament of Northern Ireland and the Parliament of Eire, and the procedure for recording votes in elections to the two former Parliaments, are contained in A.P.1444.

Digitized by Google

CHAPTER XXXI.

R.A.F. EQUIPMENT AND THE CONVEYANCE OF MATERIAL.

SECTION I.—R.A.F. EQUIPMENT.

2385. Detailed Regulations.—The detailed regulations for stores administration and accounting are contained in "R.A.F. Equipment Regulations" (A.P. 830).

2386. Nomenclature of Equipment.—In correspondence and official documents relating to R.A.F. equipment the instructions regarding nomenclature contained in the "Priced Vocabulary of Royal Air Force Equipment" (A.P. 1086) and in A.P. 830 will be adhered to.

2387. R.A.F. Equipment.—The expression "R.A.F. equipment" is defined in A.P. 830 and does not include—

(*a*) Medical and dental stores.
(*b*) Foodstuffs.
(*c*) Station plant (as defined in A.P. 830) and other works stores;
(*d*) Stationery, forms, office machines and publications;
(*e*) Meteorological stores.

2388. Accounting for Equipment.—1. All R.A.F. equipment (except in India) will be accounted for as directed in A.P. 830.

2. Ledger accounts of R.A.F. equipment will be kept only by those units which are approved by the Air Ministry as self-accounting for equipment and stores. In every other unit class A and class B equipment will be held on inventory charge from the accounting unit to which it is affiliated.

3. In accounting units the equipment officer will be charged with the demanding, receipt, issue and custody (while in store) of R.A.F. equipment; as soon as possible after they have been cleared he will pass all vouchers in connection with R.A.F. equipment to the accountant officer who will be charged with the accountancy work relating thereto. Both officers will be responsible for the proper performance of their respective duties to the C.O. upon whom the ultimate responsibility rests. The duties of the equipment and accountant officers are set out in detail in A.P.830. The duties of stores accounting normally assigned to an officer of the accountant branch may on occasion be assigned to an equipment or other officer and such officer will carry out the regulations prescribed for officers of the accountant branch.

2389. Centralisation of Storekeeping and Store Accounting.—1. At stations at which more than one unit is located, whether mobile or immobile, only one stores section and one accounting section are to be maintained. Stocks required for one unit are not to be stored or binned separately from stocks of similar articles required for another unit at the same station.

2. The stores section of the station is to be under the control of the senior equipment officer of the station and all equipment personnel (both officers

Digitized by Google

and airmen, other than those allowed by establishment and employed in flights or sections or in workshops, &c.) of the station are to be under his immediate control and are to form the personnel of his section.

3. The accounting section of the station is to be under the control of the senior accountant officer of the station and all store accounting personnel (both officers and airmen, other than those allowed by establishment and employed in flights or sections or in workshops, &c.) of the station are to be under his immediate control and are to form the personnel of his section.

4. Equipment in use by squadrons and units located at one station will be accounted for under the procedure detailed in A.P. 830.

2390. Civilian Barrack Officers and Station Wardens.—When a civilian barrack officer or station warden has been appointed to a station he will be on the staff of the senior equipment officer and will be responsible to that officer for the duties allotted to him in A.P. 830. Such casual assistance as is necessary for the performance of these duties will be provided from the station personnel. A barrack officer or station warden will not be transferred from the station when mobile units are moved to another station.

2391. Unit Demand for Equipment.—1. All demands on a maintenance or other unit, for R.A.F. equipment will be properly certified. Demands in excess of establishment must be signed by the C.O.

2. Where the duty of signing demands is delegated to a subordinate officer, the C.O. is not in any way relieved of his responsibility for the economic use of equipment.

2392. Surpluses or Deficiencies to be Reported.—Immediately any surplus or deficiency is discovered it will be reported to the equipment officer or the flight or section commander. Such officer will, where necessary, obtain instructions from the C.O. (*See also* para. **2416.**)

2393. Local Purchase Orders.—The power of purchasing locally is confined to maintenance units only. The limit of expenditure is laid down in A.P. 830, Vol. I.

2394. Casual Purchases.—1. Small casual purchases may be made by all accounting units, including maintenance units, to meet exceptional requirements, e.g. when a breakdown occurs and some spare parts have to be purchased on the spot, or when trivial purchases have to be made for current needs. The limit of expenditure is laid down in A.P. 830, Vol. I.

2. Clause 1 does not apply to Stationery Office stores, foodstuffs, or medical and dental stores which are dealt with in paras. **2286** and **2671** and A.P. 1269 respectively.

2395. Supplies from other Government Departments.—No supplies will be obtained from other government departments without prior Air Ministry sanction.

2396. Aircraft Carriers.—The stores accounts relating to R.A.F. equipment on board aircraft carriers will be kept and audited as laid down in A.P. 830.

Digitized by Google

2397. Equipment Embarked in H.M. Ships other than Carriers.—The regulations for accounting for R.A.F. equipment embarked in H.M. ships other than aircraft carriers are contained in A.P. 830, Vol. I.

2398. Issues outside R.A.F.—1. No issues of R.A.F. equipment to public bodies or private persons outside the R.A.F. or to air force personnel, unless expressly provided for by Air Ministry regulations, will be made without the authority of the Air Ministry, or in emergency, the air or other officer commanding who will immediately report the action he has taken to the Air Ministry.

2. Free issues specially approved under clause 1 by the Air Ministry or the air or other officer commanding will be made only through the appropriate maintenance unit.

3. The instruction in clause 1 applies also to any work done for air force personnel or any other persons, in their private capacity.

2399 to **2401.** *Deleted.*

2402. Inventories of Articles in Use.—Inventories of articles in use will be prepared and maintained in accordance with the regulations contained in A.P. 830, Vols. I and III.

2403. *Deleted.*

2404. Issues within Flights or Sections.—1. Issues to individual officers or airmen in a flight or section will be arranged by the flight or section commander and recorded on cards held by the flight or section commander.

2. Articles may be obtained on temporary loan from the equipment officer or from the officer or N.C.O. in charge of a flight or section by another officer or airman, in exchange for a check or a Form 108 when the article is to be returned the same day.

3. *See* para. **2428** as to clearance certificates.

2405. Movements within Flights or Sections.—In general, a flight or section commander, whether obtaining or returning equipment, should deal with the equipment officer only. The responsibility for articles of equipment will never be transferred directly between the flights or sections except in the manner laid down in A.P. 830, Vol. I.

2406. *Deleted.*

2407. Parachutes—Scale of Issue.—1. Parachutes will be unit equipment, and will not, as a rule, be transferred from unit to unit on the move of an officer or airman. (*See*, however, clause 3 below.)

2. Subject to A.P. 1182, Vol. I, Part 1, all pilots and members of the crew of an aircraft are to be issued with a parachute by the unit to which they are posted, and the parachute is to be reserved for the sole use of the officer or airman for the time he remains posted to that unit.

3. Except as provided in clause 4, an officer or airman proceeding on attachment to another unit for any purpose involving flying, e.g. to undergo a flying course, is to take with him the parachute issued to him by his own unit. If, however, the temporary duties of the officer or airman will not necessitate his flying, his parachute should be given into store before he leaves his parent unit.

Digitized by Google

4. Officers and airmen attached to the Central Flying School for a course of instruction will not take parachutes with them.

5. An officer, or an airman who will be employed on flying duties, on being posted to another unit is to be issued with a parachute by his new unit.

6. Each unit will hold a reserve of parachutes (on the scale of one parachute for every six pilot's type and one for every six observer's type in use) to meet unforeseen requirements and for issue to personnel carrying out occasional flying, such as Air Ministry officers and officials, fitters, riggers, &c., also for the use of pilots who may have to act as observers. Officers of the general duties branch and all other flying personnel, including the staff of station, group and command headquarters who are not borne on the strength of a flying unit are to keep their parachutes at the flying unit at which they normally carry out their flying duties.

2408. Parachutes—Care and Maintenance.—1. Each individual to whom a parachute is a personal issue will be primarily responsible for the care of the parachute on his charge, but the general responsibility for the upkeep and servicing of all parachutes in the unit will rest with the station engineer officer or chief technical officer.

2. Parachutes issued to individuals borne on the strength of the unit will be accommodated, when not in use, with the flying clothing of the individuals holding them on charge in the lockers assigned for the purpose.

3. Personnel attached to a unit for flying duties as provided in para. **2407**, clause 3, will, where possible, be allotted parachute storage lockers at the stations to which they are attached. If, for any reason, it is not found possible so to accommodate the parachutes of attached personnel, other and adequate storage arrangements will be made by the unit commander.

4. All parachutes held in reserve will be in the custody of the station engineer officer or chief technical officer (*see* A.P. 1182, Vol. I, Part 1, Section 1, Chap. 1, para. 9).

5. Personnel allowed by establishment for the care and servicing of parachutes will be controlled by the station engineer officer or chief technical officer and will deal, as necessary, with all the parachutes on the station.

6. The station commander will issue such orders as he may consider necessary to ensure the periodical inspection of all parachutes held on the station in conformity with A.P. 1182, Vol. I, Part 1, Section 6, para. 6.

2409. *Deleted.*

2410. Aircraft and Engines for Ground Instruction.—When it is required to convert aircraft or engines for ground instruction, application for permission will be made to the Air Ministry, through the usual channels. No aircraft or engines will be converted for ground instruction without the prior sanction of the Air Ministry. *See* A.P. 830, Vol. I, as to allotment of new instructional numbers.

2411. Airframes, Stores and Supplies carried therein, and Aircraft Engines Damaged, Deteriorated or Lost.—The powers of air or other

Digitized by Google

officers commanding and C.Os. of aircraft carriers in relation to strike-off or write-off are laid down in A.P. 830, Vol. I.

2412 and **2413.** *Deleted.*

2414. Procedure for Writing or Striking a Marine Craft or M.T. Vehicle off Charge.—A marine craft or a M.T. vehicle will be written or struck off charge only on the authority of the Air Ministry. The detailed procedure is contained in A.P. 830, Vol. I.

2415. Repair and Manufacture of R.A.F. Equipment.—1. In so far as lies within the power and authorisation of units as laid down in A.P. 830, they will maintain in repair the equipment which they hold on charge. Charges for transport of articles or for depôt repair work will not be incurred unless they cannot be avoided. Articles will not normally be repaired if the cost of repair exceeds 75 per cent. of the cost of the new articles.

2. Specialist officers or warrant officers, as appropriate, will be responsible to the C.O. for the repair work of the unit.

3. Units will normally manufacture only such articles as they are unable to obtain from stock either at the unit or from a maintenance unit: they will not manufacture such articles as they are prohibited under A.P. 830 from repairing. They will manufacture airframe spare parts in accordance with the instructions contained in the appropriate schedule of spare parts, and, in emergency, airframe and aero-engine spare parts in accordance with the instructions contained in A.P. 1464, Vol. II.

2416. Stocktaking.—1. The C.O. of a unit will be responsible that stock is taken of all equipment held on charge in his unit periodically as laid down in A.P. 830.

2. Stock will also be taken on the occasions referred to in paras. **1368** and **2427.**

3. *Deleted.*

4. Deficiencies disclosed in stocktaking will be dealt with in accordance with para. **1332** and Appendix VI.

2417. *Deleted.*

2418. Sales.—1. The C.O. of a unit will not sell any produce or unserviceable equipment unless such sale is authorised in A.P. 830, Vol. I, or by specific Air Ministry instructions. (*See also* para. **1091.**)

2. The prior approval of the A.O.C. will be obtained for each sale and the maximum laid down by the Air Ministry for the estimated value of the equipment to be dealt with at any one sale will not be exceeded.

3. Sales will be conducted in accordance with the procedure laid down in A.P. 830, Vol. I (*see also* para. **2552** as to clothing).

2419. Losses to be reported to Police.—1. All losses of any kind which may be supposed to be due to theft will be reported at once to the civil and service police for investigation.

2. Any loss of firearms will be reported by the individual concerned to his C.O. immediately on discovery. Irrespective of the length of time that may have elapsed since the loss occurred, C.Os. will report full details of the loss forthwith to the civil and service police, giving the registered numbers of weapons, identification marks and any other

Digitized by Google

relevant information. Similar action will be taken in the case of any loss of small arms or machine guns, bombs, explosives, or ammunition in bulk. If the loss occurs in a unit at home the C.O. will forward a copy of the report to the Air Ministry.

3. If any article which has been reported to the police as lost or stolen is recovered the fact will be reported at once to the Air Ministry, and to the civil police where recovery was not effected through or by them.

4. *See also* para. **1961.**

2420. Losses, Deficiencies and Damages—Charges for.—1. A loss of, deficiency in, or damage to, R.A.F. equipment will be investigated as laid down in para. **1332.** When it has been decided by the appropriate authority (*see* para. **1332,** clause 7) that a charge is to be made against a person or persons, recovery of the sum awarded will be made, and, where appropriate, the articles will be written off charge, as laid down in A.P. 830. Collective charges for the loss of, or damage to, R.A.F. equipment can only be made in respect of such equipment as falls within the definition of "barrack damages" contained in Section 138 (4A), Air Force Act, and in such cases the provisions of para. **1854** will apply.

2. Where damage (not due to fair wear and tear) or loss of R.A.F. equipment is found to have been caused by civilian employees, but is not traceable to any particular person or persons, the cost of the damage or loss may be written off as a charge against the public, subject to the limits laid down in Appendix VI. If the cost is in excess of such limits the circumstances will be reported to the Air Ministry; write-off will be authorised by the Air Ministry where necessary.

3. If the damage or loss is found to be due to the wilfulness or neglect of any particular employee or employees, the cost of the damage or loss, or part thereof, will be recovered from the employee or employees concerned in accordance with A.P. 826. Where only part of the cost is recovered action will be taken as in clause 2 in respect of the unrecovered portion of the cost of the damage or loss.

4. The amount of the charge against an airman will be recovered through his account in the pay ledger. An officer will pay the charge by cash or cheque to the accountant officer.

5. If any deficient article for which a charge has been made, is subsequently recovered, a refund of the amount paid may be authorised by the C.O., as laid down in A.P. 830.

2421. Assessment of Charges for Loss or Damage.—A C.O., in assessing the amount to be charged for losses of, or damages to, R.A.F. equipment, will be guided by the instructions contained in A.P. 830, Vols. I and III, and A.P. 1086.

2422. Preservation of Articles in Store.—1. The C.O. of a unit will be responsible that action, as laid down in A.P. 830, in technical instructions and elsewhere, is taken to preserve from deterioration all articles of equipment held in store, whether such articles are held as mobilization equipment or for current issue. He will also be responsible for arranging that such equipment is inspected by a qualified officer whenever deterioration is discovered or suspected.

2. Deterioration of equipment in store, excluding complete "machines," ammunition, explosives and pyrotechnics, will be dealt

Digitized by Google

with as laid down in A.P. 830. Any abnormal deterioration of complete "machines" in store will be reported immediately to the Air Ministry through the usual channels. Deterioration of ammunition, explosives and pyrotechnics will be dealt with in accordance with the procedure laid down in instructions issued with regard to these items.

2423. *Deleted.*

2424. Aviation and M.T. Fuel and Paraffin.—1. Instructions regarding the receipt of, and accounting for, aviation and M.T. fuel and paraffin are contained in A.P. 830.

2. Aviation fuel removed from an aircraft will be dealt with in accordance with the procedure laid down in A.P. 830, Vol. I, Chap. 29.

3. *Deleted.*

4. The use of aviation fuel for cleaning purposes is prohibited. M.T. petrol may be so used in very limited quantities but only as specified in A.P. 1464.

2425. *Deleted.*

2426. Technical Reports from Units Abroad.—1. (*a*) Periodical technical reports from units abroad will be rendered at the discretion of A.Os.C. and if an A.O.C. considers that a report should be furnished from his command, he will arrange for it to be rendered in quadruplicate as follows:—

Subject.	*Date to be rendered.*
(i) Airframes and spares (including convenience or otherwise of installation of instruments, etc., for pilot and observer) ..	15th Jan. and 15th July.
(ii) Engines and spares	15th Apl. and 15th Oct.
(iii) Materials, including fuel and oils	15th May and 15th Nov.
(iv) Motor transport and marine craft	15th Feb. and 15th Aug.
(v) Armament	15th Apl. and 15th Oct.
(vi) Photography	15th Apl. and 15th Oct.
(vii) Instruments	15th Mch. and 15th Sept.
(viii) Other miscellaneous equipment..	15th June and 15th Dec.

(*b*) Urgent matters arising between two reports will be communicated by letter in the normal course.

2. The following procedure regarding these reports will be adopted:—

(*a*) Preliminary reports will be prepared by squadron officers in charge of the particular material which is the subject of the report and forwarded to command headquarters.

(*b*) These preliminary reports will not be forwarded to the Air Ministry, but will be very carefully considered by the appropriate headquarters and a report compiled embodying all the essential items of the various unit reports. Four copies of this report will be forwarded to the Air Ministry on the appropriate date, each of the headings (i) to (viii) being dealt with as a separate report.

Digitized by Google

3. (*a*) Reports must be definitely technical and the substance of the report should be approximately—

(i) efficiency or failure in action;
(ii) nature and rate of deterioration in store;
(iii) damages or loss in transportation;
(iv) suggestions for improvements;
(v) climatic effects upon conditions or use;
(vi) general remarks.

(*b*) Any reports rendered will be confined strictly to general observations and recommendations of a kind that will supply information on matters of design and provision peculiar to the command. They will not be used as a medium for reporting matters that are appropriate to the Defect Report (Form 1022), nor will they repeat, except in special circumstances, failures or defects that have already been reported on that form.

2427. Handing-over Certificates.—1. Handing-over certificates, as required by instructions contained in A.P. 830, will be prepared on the following occasions:—

(*a*) When a subordinate commander is relieved by another officer.
(*b*) When an equipment officer is relieved by another (*see also* para. **1368**).
(*c*) When one accountant officer relieves another.
(*d*) When one C.O. relieves another (*see also* para. **73**).

2. These certificates relate solely to equipment and are additional to any other certificates required by these regulations.

2428. Clearance Certificates.—Before an officer, member of the nursing service, airman or civilian employee leaves the unit he or she will be required to produce a clearance certificate on Form 578, which will be dealt with as directed in A.P. 830.

2429. *Deleted.*

2430. Testing of Portable Weighing Appliances.—1. Portable weighing appliances in the possession of units will be tested once yearly, the tests being carried out under the supervision of an officer.*

2. For this purpose sets of standard weights will be held on charge of certain units indicated in A.M.Os. and will be circulated as may be necessary.

3. Any adjustments found to be necessary when weighing appliances are tested will be made by units.

4. The sets of standard weights will be tested at the end of every five years and units holding such weights on charge will make arrangements for this to be done by the local inspector of weights and measures. Any discrepancies found are to be reported immediately to the Air Ministry.

* The officer detailed for this duty will include in his test the weighing appliances in use by the Works Directorate.

Digitized by Google

2431. Returns of Aircraft and Engines.—1. Every unit at home and abroad will render to the Air Ministry quarterly, on Form 584, a return of airframes and engines on charge and of wastage during the quarter. The return will be rendered in accordance with the instructions printed on the form.

2 *to* 5. *Deleted.*

6. Air or other officers commanding will render, through the usual channels, to the Air Ministry at the end of each month a return in duplicate on Form 149 of airframes and/or engines struck off or written off charge during the month. One of the following reasons for strike-off or write-off will be given:—

(*a*) Crashed and damaged beyond repair.
(*b*) Lost at sea.
(*c*) Lost in enemy territory.
(*d*) Deteriorated beyond repair.
(*e*) Damaged or destroyed by accident (non-flying), e.g. destroyed by fire, damaged on railway, etc.
(*f*) Obsolete.
(*g*) Any other reason, details of which are to be specified.

The conversion of an airframe or engine for ground instruction under para. **2410** will be regarded as a write-off for the purposes of this return, and when appropriate one of the above reasons will also be quoted. Airframes and engines bearing instructional numbers will also be included in the return.

2432. Numbering of Airframes and Engines.—1. Every aeroplane will be allotted a number by the Air Ministry (Directorate of Contracts) during the process of manufacture. A number so allotted will apply to the airframe to which it is allotted throughout the effective life of the airframe, and will be painted in black on both sides of the rudder. When an airframe has to be sent away from the unit for extensive repairs, care will be taken that the fuselage or hull is marked in such a way as to show its number.

2. *Deleted.*

3. The Air Ministry (Directorate of Contracts) will arrange for every aero-engine for air force service to be stamped with a R.A.F. number before it leaves the maker's works. The number thus allotted will be carried by the engine throughout its effective life. No action in the nature of stamping, altering or obliterating a number on an engine will be taken without reference to the Air Ministry except when it is written off charge, when all numbers will be obliterated at once. Any questions relating to the numbering of engines will be referred to the Air Ministry.

SECTION II.—CONVEYANCE OF MATERIAL BY LAND AND SEA.

2445. Definition of "Material."—The word "material" wherever it is used in this section is a comprehensive term covering all equipment as defined in A.P. 830 (including works and meteorological material, supplies, stationery, &c.), and also articles issued for civil aviation or research purposes for which conveyance charges are payable from public funds.

Digitized by Google

2446. Responsibility for Movements by Land and Sea.—1. The arrangements for all movements by land and sea of material are under the general control of the Director of Equipment, Air Ministry.

2. Movements of material between units at home will ordinarily be arranged by the air or other officer commanding, unless instructions are issued to the contrary.

3. Abroad, the air or other officer commanding will make all necessary arrangements for land movements, and will refer to the Air Ministry only those matters which are incapable of local arrangement or which involve important principles.

4. As to arrangements for sea conveyance from home ports and from ports abroad, *see* para. **2496.**

2447. Conveyance by Rail Abroad—Charges.—Whenever possible, the air or other officer commanding should, at his discretion, negotiate with railway companies with a view to preferential rates being given for government consignments. If a naval, military or other British government service also is present in the command, such service also should be consulted, so that a joint approach to the railway companies may be considered, or, alternatively, application made for extension to the R.A.F. of any preferential rates such services may have already obtained.

2448. Issues on Repayment or to other Governments or Departments.—1. Ordinarily the price of material issued on repayment does not include carriage charges: this is a liability of the consignee. Unless the purchasers make their own arrangements for transport, material so issued will be handed over to the railway company "carriage forward by goods train" (i.e. R.A.F. carrier's note will not be issued).

2. If the issue is "on repayment" to navy or army authorities, application will be made where necessary to the consignee for a consignment note to cover transport by railway.

3. If the issue on repayment is to another department or government and instructions are received from the Air Ministry that the consignment is to be despatched on a R.A.F. carrier's note, the fact that carriage charges are the liability of the other government or department must be clearly shown on the carrier's note.

4. As regards issues to the India Store Department, *see* para. **2473,** clause 7.

2449. Cheapest Method to be Employed.—1. Material will be conveyed by the cheapest method available (*see* para. **2450** as to use of parcel post facilities at home, and para. **2451** as to use of coastwise freight), and this principle will be departed from only when it is clearly necessitated by exigencies of the service (e.g. on account of urgency).

2. An officer responsible for the despatch of material will make himself acquainted with the different transport services available, and with the various rates chargeable for those services.

3. The despatch of stores will be so regulated that railway wagons and M.T. vehicles carry, as far as possible, the maximum load.

4. In order to avoid the higher rates charged for small parcels, such packages will be packed together to form one larger package, or included

Digitized by Google

in a case containing other suitable stores for the same destination whenever practicable. Whenever possible, the despatch of small non-urgent packages for the same destination will be deferred with a view to making up a total consignment of at least 3 cwt. (preferably 5 cwt.) in order to secure the benefit of the government rates.

5. Consignments exceeding 5 cwt. will not be despatched by passenger train without the sanction of higher authority, unless duly authorised in regulations. The relative carriers' notes will be endorsed with a brief statement of the circumstances in which the quick transit was necessary, e.g. "urgent issue," and the authority quoted.

5A. Express freight services operate between certain important railway stations and junctions. Units requiring quick transit should ascertain from local agents whether resort to passenger train services can be avoided by handing over and collecting consignments at particular stations instead of at the stations nearest to the consignor and consignee.

6. War Department vessels sail from and to the Royal Arsenal, Woolwich, calling at various ports in England, Northern Ireland and Eire. Advantage will be taken of any space available in such vessels in accordance with instructions issued in A.M.Os. or otherwise from time to time.

7. Liability for charges in respect of insurance of material in transit will not be incurred.

8. Despatch will be authorised under "Owner's risk" conditions when by doing so a reduced carriage rate becomes operative.

2450. Use of Parcel Post Facilities at Home.—Small parcels falling within the limits prescribed by Post Office regulations and weighing not more than 15 lb. should be despatched by parcel post, and not by rail, if they cannot be held over for grouping into a larger consignment as stated in para. **2449,** clause 4. Registration fees for the full value of the contents should be paid if their value is £5 and upwards. Claims for losses or damages will be pursued by the senders in accordance with the instructions contained in the current edition of the "*Post Office Guide*" which require, *inter alia*, that the parcel shall be retained in the condition in which it was delivered until after it has been inspected by the Post Office authorities.

2451. Coastwise Freight.—1. Coastal shipping companies at home and abroad are usually prepared to quote favourable rates to secure conveyance of government material, and, when possible, therefore, advantage should be taken of coastwise freight when it is more economical to do so. Tenders should be obtained, and the terms of shipment fully arranged beforehand.

2. At home the C.O. of a unit may approve transactions in which not more than £25 is involved. Transactions costing from £25 to £100 will be submitted to the air or other officer commanding for approval before the proposed terms are accepted by the C.O. Transactions in which expenditure of more than £100 is involved should be referred to the Air Ministry, through the usual channels, for prior approval before the proposed terms are accepted by the C.O.

3. Abroad, the arrangements will be subject to the authority of the air or other officer commanding. Usually, the local representative of the Board of Trade should be consulted in such matters.

Digitized by Google

2452. Driver, Escort or Pilot to have Convoy Note.—1. When material is conveyed by road or air, the driver, escort or pilot will be provided with a convoy note (Form 158) specifying the various packages which he is to convoy.

2. *See also* para. **2480,** clause 2, regarding the preparation, in lieu of a convoy note, of a standard form of shipping note when material is despatched by road to certain London docks.

2453. Ferriage, Tolls, Dues.—1. Ferriage charges (including floating bridge charges) are payable in England and Wales on personnel, vehicles and stores at the usual tariff rates. In Scotland such charges are payable at half rates, with the exceptions mentioned in para. **908,** clause 3, as regards Queensferry Ferry (between North and South Queensferry, Firth of Forth), and Dundee Harbour and Tay Ferries. Claims for repayment of ferriage charges will be paid as directed in para. **908.**

2. Tolls or dues at home: exemption can be obtained on certain piers, wharves, quays, landing places, turnpike roads and bridges established by Act of Parliament (*vide* Section 143 of the Air Force Act). For particulars as to arrangements *see* para. **908.**

3. Port, harbour and dock dues: (*a*) As regards ships, the charges at home are paid on the following basis:—

Colliers and oilers	100 per cent. of ordinary tariff.
All other ships	75 „ „ „

These charges will be paid by the Air Ministry if the ships are owned or hired direct by the Air Ministry, and by the Board of Trade if the ships are hired by that department on behalf of the Air Ministry. As regards aircraft all claims will be referred to the Air Ministry, and no payment will be made locally.

(*b*) Port, harbour and dock dues (including Manchester Ship Canal tolls) will be paid at home by the Air Ministry (provided such charges are not due to be met by a private individual, contractor, or other government department) on the following basis:—

Coal, coke, oil used to generate heat or produce power, and railway materials	100 per cent. of ordinary tariff.
All other material (including benzol, lubricating and edible oil and medicinal oils) ..	75 „ „ „

In the terms of contracts, attention will be drawn to these reductions when necessary, in order that the contractor may take into account the saving thereby effected.

(*c*) Abroad, dock dues on material will be paid by the accountant officer carrying out headquarter services, after certification by the responsible officer concerned to the effect that the service is an Air Ministry liability, and that the rates are in accordance with tariff or any special scale arranged for R.A.F. cargo loaded or unloaded at the particular port. Where dues are payable on regular arrivals or departures of material, supplies, &c., application should be made, subject to the discretion of the air or other officer commanding, for preferential or reduced rates on such traffic.

Digitized by Google

2454. Demurrage of Trucks and Warehouse Charges.—1. It is important that railway trucks, requisitioned for the despatch of consignments, should be loaded within the prescribed period during which no charge for demurrage accrues. Similarly, trucks received loaded should be cleared as quickly as possible.

2. The usual period for warehousing free of charge at home is 48 hours, after which rent accrues for consignments not collected and not due for delivery by the railway company.

3. At home, if the railway company does not deliver inflammable or other dangerous stores, every effort should be made to clear such stores from the railway company's premises on the same day that notification of arrival is received, as the demurrage charges on such consignments are very heavy and the companies have the right to dispose of the consignment if not cleared within 12 hours of arrival.

4. When demurrage and warehouse rent accounts are received, the officer countersigning the accounts should attach a statement stating the circumstances in which the charges arise.

2455. Railway Bye-Laws to be Observed.—1. A consignor will conform to the railway bye-laws, regulations and requirements as to the delivery of material.

2. Explosives, inflammable liquids, chemical warfare preparations, compressed or liquefied air or gas, and dangerous, corrosive or poisonous chemicals, must be despatched from home units in accordance with the detailed instructions contained in "The classification of dangerous goods by merchandise train," and the "Special instructions relating to the conveyance of government (naval, military and air force) stores" (usually known as the "Green pamphlet"). Copies of these publications, and their amendments which appear from time to time, should be obtained from the A.P.F.S. They can also be seen, when not otherwise available, at the local railway station.

3. Notice must be given to railway companies at home when articles exceeding 24 feet in length, or bulky or very heavy articles, are to be consigned. Notice also must be given when articles requiring special treatment (e.g. explosives, hydrogen tubes, &c.) are to be consigned, as they cannot be despatched to the receiving station until the railway company has signified its willingness to accept them.

4. When, in exceptional circumstances, a situation arises which may render it essential for an escort to accompany arms, ammunition, explosives or other stores during rail transit at home in contravention of a railway company's bye-laws, regulations or conditions, a form of special warrant will need to be issued in accordance with the instructions contained in para. **2471.** A general indemnity in the terms detailed in the "Green pamphlet" has been given to the railway companies, indemnifying the carriers against injury or loss of life of persons, and loss or damage to property.

5. Abroad, despatch will be regulated in accordance with instructions issued by the air or other officer commanding.

Digitized by Google

2456. Units to Arrange for Trucks, &c.—1. At home, the C.O. of a unit requiring railway vehicles for the conveyance of material will make his own arrangements with the railway company for their supply.

2. If the vehicles are not forthcoming, the C.O. will apply to the air or other officer commanding, who will communicate with the railway company concerned. If it is then found that the railway company are unable to satisfy the demand, the matter should be referred to the Air Ministry by letter or telegram, when departmental action will be taken as necessary. In making such application, the following information will be given:—

(*a*) The numbers and types of railway wagons required.

(*b*) The station at which the wagons are to be loaded and their destination.

(*c*) The dates on which wagons should be available for loading and the number that can be handled daily.

(*d*) The reasons for urgency.

(*e*) The reasons given by the railway company for inability to supply.

3. Maintenance units should make inquiry direct to the Air Ministry.

4. Abroad, the air or other officer commanding will issue the necessary instructions for procuring trucks, &c.

2457. Packing and Marking.—1. Detailed instructions for packing and marking equipment for conveyance by rail and sea are contained in A.Ps. 830 and 1245 (Chap. 3), and A.M.Os. or special instructions issued from time to time. *See also* para. **2455,** clause 2, in connection with explosives, inflammable liquids, chemical warfare preparations, compressed or liquefied air or gas, dangerous, corrosive or poisonous chemicals.

2. When material is packed for shipment, each package, in addition to the ordinary marking, will be marked with the port of destination, the case number, and the name of the ship to which it is allotted. The letters " R.A.F." will be stencilled (or painted if it is not possible to stencil) on loose articles not packed in cases.

3. At home, if definite instructions are not available for any particular variety of material which can be regarded as dangerous, e.g. certain explosives, inflammables, acids, &c., the local railway company should be asked under what packing conditions such traffic is accepted, and the matter reported at once to the Air Ministry.

4. Abroad, in similar circumstances, local railway or shipping companies' agents (as appropriate) should be consulted, any necessary warning notice being shown in any relative conveyance documents (including bills of lading).

2458. Special Instructions Relating to Aircraft, M.T. Vehicles, Marine Craft, &c., in Transit.—1. Before an aircraft, M.T. vehicle or marine craft is tendered for conveyance by rail or sea, all petrol and oil must be removed from the tanks. Similar action will be taken when the aircraft is despatched by road.

Digitized by Google

2. Before a M.T. vehicle is despatched for conveyance otherwise than by road, the licence card will be removed and sent by registered post to the consignee.

3. Care should be taken that any lubricating oil for machinery in cases or crates is kept to a minimum in quantity, so that no damage to other packages with which such cases or crates may come in contact is caused through the exudation of superfluous oil.

4. M.T. vehicles are to be despatched by the most economical route, either by road or rail, at the discretion of the C.O. of the despatching unit, taking into consideration the condition of the vehicle, the distance to be travelled, and the railway facilities available. Vehicles are in no circumstances to be despatched by passenger train without prior Air Ministry authority.

5. As a rule, conveyance by merchandise train will be found to be more economical than towing an unserviceable vehicle by road, and over long distances transportation by railway goods service is recommended if suitable arrangements can be made at the local railhead. Ordinarily it is unnecessary to transport lorries, &c., in a covered truck; if loaded into an open truck, the vehicle should be covered with railway tarpaulin sheeting.

6. Easily detachable parts should be dismantled and sent (packed) separately. Damageable parts (e.g. windscreens, lamp brackets, &c.) should be protected.

7. Dimensions of bulky articles will be shown on carrier's notes. Lengths of vehicles, airframes, aeroplanes, main planes and floats should always be stated. The type of truck required for bulky articles should not be stipulated, since this may result in the use of a more expensive type than that which the railway company would otherwise employ. Railway companies regard anything over 24 feet long as bulky.

2459. Weighing Before Despatch.—Where there are no means of weighing material at a station before despatch, the approximate weights will be inserted in pencil on the carrier's notes, baggage consignment notes, or other documents, and a responsible representative of the unit should accompany the material to the railway station, or other place from which consignments are to be despatched, to witness the weighing there and to insert the necessary particulars on the documents. Care should be taken that any documents retained by the carrier are similarly completed.

2460. Full Truck Loads.—1. At home, where a consignment is delivered from a private siding to a railway company in a closed truck, or as a full truck load, and the railway company does not check the contents, an officer of the consigning unit will be detailed to padlock the doors of the closed truck, or seal the truck, before despatch: an officer of the receiving unit will similarly take delivery of the truck and ascertain if the seals are intact or the padlock locked. The padlock should be of service pattern—3 inch iron padlock with keys—obtained from R.A.F. sources. After the padlock has been locked, the key should be forwarded, properly protected, by registered post to the consignee, together with the necessary copies of the appropriate carrier's notes referred to in para. **2463,** clause 2. The consignee should register and

Digitized by Google

return the padlock and key to the consignor as early as possible (*see also* A.P. 830).

2. The use of open trucks or wagons for despatching consignments from private sidings will be avoided as far as possible. If before a covered wagon is despatched, it is found that the roof is leaking, a tarpaulin will be obtained from the railway company and placed securely over the roof. The attention of the company will be drawn to the condition of the wagon.

3. Open trucks loaded by the senders will be cleaned out before loading. If the floors are damp and the consignment is likely to be affected, straw, sawdust or other material will be laid. A tarpaulin will be used to cover the contents, unless these are acids in glass jars or empty glass jars which have contained acids. Tarpaulins will be obtained from the railway company, examined to see that they are rainproof and in good condition, and placed in position by the consignor. Whenever possible, a truck with a tarpaulin supporter will be used, but if this is not possible, the load will if possible be so arranged as to form a hump in the centre of the truck; otherwise, one tarpaulin will be placed over the load and another over the truck, the latter being so secured that it does not sag. If two tarpaulins are required, the inner edge of the under one will be folded back about a foot where it overlaps the top one. When open trucks are loaded by the senders, a railway company is not liable for damages resulting from neglect to place tarpaulins over them, or from failure properly to place and secure tarpaulins. Whenever an open truck is despatched unsheeted, a note to this effect will be made on the relevant carrier's note by the senders in order that the appropriate rebate can be claimed from the railway company.

4. The special instructions regarding conveyance of explosives and other dangerous stores contained in the "Green pamphlet" (referred to in para. **2455,** clause 2) must be strictly observed.

5. *See* para. **2465,** clause 5, as to damages and losses in transit, and A.P. 830 as to examination of consignments on receipt.

2461. Receipts to be Obtained.—Receipts in detail for packages should be obtained from the railway companies or other carriers for all material handed over to them for conveyance (*see also* para. **2463,** clause 2). If the representative of the carrying company declines to give a detailed receipt (e.g. of a loaded truck), the fact should be recorded on the fourth copy of the relative carrier's note or other document, and a receipt for the consignment obtained.

2462. Collection and Delivery.—1. Delivery to, and collection from, a railway station will, as a rule, be made by service transport, if it is convenient and a saving can be effected thereby. Normally, consignments sent by passenger train should be delivered by the company.

2. Stationery will only be collected by service transport if special journeys are not involved. Where collection can be made in this way, demands on Form 195 for stationery should be marked "Will be collected at railway station by R.A.F. transport."

2463. Carrier's Notes.—1. At home, whenever material is to be despatched at public expense between R.A.F. units in Great Britain

Digitized by Google

and/or Northern Ireland, or to a home port for shipment, by merchandise or passenger train, R.A.F. carrier's notes will be issued, viz.:—

Form 1486—for general stores.
Form 1488—for explosives and all other dangerous goods and returned empty vessels and tank wagons which have contained such goods.

2. A consignor will prepare four copies of Form 1486, which he will dispose of as follows:—

Nos. 1 and 2—to the railway company when the stores are tendered for conveyance. The railway company will retain copy No. 2 and will forward No. 1 to the Air Ministry with their claim for carriage charges. The consignor will indicate on both these copies who performed collection and loading.
No. 3—to the consignee as soon as the material has been despatched. The consignee will complete and return this copy to the consignor immediately the consignment is received, showing proof of delivery and condition of the stores when received.
No. 4—will be retained by the consignor for record purposes. The signature of the carrier's agent to whom stores are tendered for conveyance will be obtained on this copy.

3. A consignor of explosives and other dangerous goods will prepare four copies of Form 1488, and will dispose of them on the same lines as those laid down in clause 2 for Form 1486.

4. Pads of Forms 1486 and 1488 will be kept under lock and key in the custody of the equipment officer. Any loss of such forms should be reported immediately the loss is discovered to the Air Ministry in order that any claim for carriage may be investigated should the form have been fraudulently used. The local railway company and police should also be notified.

5. The original copy of each set of carrier's notes will be made out either in ink or indelible pencil (preferably the former), and the remainder completed by the carbon process. The signature of the issuing officer will appear in ink on the original copy.

6. The description of stores and packages should be in general terms if of a confidential nature. All other material should be accurately described in terms given in the "General railway classification of goods" (for general stores), the "Classification of dangerous goods by merchandise train" for other material (excluding explosives, ammunition, fireworks, chemical warfare preparations, and certain inflammable liquids, dangerous, corrosive and poisonous chemicals, particulars as to which appear in the "Green pamphlet" referred to in para. **2455**, clause 2), with a view to the lowest classification being given. As far as possible the total weight of each class of stores should also be inserted on the carrier's note. Articles and packages sent forward for shipment should be described as laid down in A.P. 830. Dimensions of bulky articles, or of any article exceeding 24 feet in length, must be inserted on the carrier's note, as indicated in para. **2458**, clause 7.

Digitized by Google

7. Carrier's notes (Form 1488) for inflammable, corrosive and dangerous and poisonous stores will be completed in accordance with the instructions contained in A.P. 830. Ammunition and explosives will be despatched on Form 1488 in accordance with the instructions contained in the Green pamphlet entitled "Special instructions relating to the conveyance of government (naval, military and air force) stores, &c."

8. If the railway company loses the original copy of a carrier's note, the authority of the Air Ministry must be obtained before a copy of the note is issued in lieu of the one missing. The matter should be reported through the usual channels, and should be supported by a certificate obtained from the railway company that the original copy has been lost, and that no charge has been preferred for the conveyance of the stores in question.

9. The baggage of parties of airmen travelling at public expense should be consigned on Form 1486, made out to cover the actual weight consigned, provided that the maximum weight to which the party is entitled to free conveyance is not exceeded. The numbers conveyed should be shown on the back of the carrier's notes, together with particulars of the maximum entitled weight. (For arrangements for the conveyance of baggage of officers and airmen and their families and members of the nursing service travelling individually, *see* Chap. XXXVII.) (*See also* para. **2470.**)

10. In every instance the service upon which the movement takes place should be shown on the carrier's note in accordance with the instructions given at the foot of the form.

11. Carrier's notes may also be used with necessary amendments for conveyance by road or canal, when the custody of material is transferred from the unit to the carrier.

12. If carrier's notes are to be used abroad, the form and procedure will be laid down by the air or other officer commanding.

13. *See* para. **2468** as to procedure for dealing with carrier's notes issued in connection with consignments moving to or from contractor's works; para. **2470** as to move of a party with baggage and stores; para. **2448** as to obtaining carrier's notes for stores conveyed from or to the Navy or Army; and para. **3057** as to Royal Tournament.

2464. Non-delivery of Consignments by Rail.—1. In the event of non-delivery of any material consigned by railway at home, a written notification of non-receipt must be lodged with the railway company which normally would effect delivery within the statutory period of fourteen days from the date on which the consignment was handed to the forwarding company (*see* para. **2466** as to procedure).

2. Consignors must regard absence of advice of delivery from consignees as evidence of non-delivery, and are to advise the forwarding railway company, with a view to the missing goods being traced.

3. If the consignor is a contractor or other private individual, steps will be taken as laid down in para. **2468** to obtain advice of non-delivery.

Digitized by Google

2465. Examination of Consignments on Receipt by Consignee at Home.—1. As a general rule, each consignment received from a railway company or other carrier will be carefully examined at the time of delivery in accordance with the procedure laid down in A.P. 830, and if any package shows signs of damage, or of having been tampered with *en route*, the receipt given to the carrier will be qualified by the words "Received damaged." The packages comprising a consignment will be opened as soon as possible after delivery.

2. Within the statutory period of three days of delivery,* the delivering company and also the consignor will be notified in writing by the consignee unit of any damage and/or loss in transit sustained by the consignment (unless clearly due to faulty or inadequate packing or, in the case of consignments of drums, or similar containers or vessels, to natural leakage from seams or bungs not due to bad handling in transit), or of any difference discovered between the quantities shown on the advice or packing note and those delivered.

3. Receipts will be given to railway companies in one or other of the following forms only:—

(*a*) "Contents unexamined."
(*b*) "Received damaged."

Whenever open trucks arrive without tarpaulin covers, a note to this effect will be made in the receipt given to the railway company.

4. Whenever possible, a damaged consignment, or a consignment which shows signs of having been tampered with, should be unpacked in the presence of a railway official.

5. The local agent of a railway company should be asked to attend the opening of a sealed or padlocked truck which shows signs of having been tampered with in transit, and also to inspect any full truck load which shows signs of bad handling in transit. The request should be made, or confirmed, in writing.

6. If stores wrongly consigned are received and any damage is noted, the delivering railway company should be notified by the receiving unit, although the stores will need to be re-consigned to their correct destination.

2466. Rendering of Claims for Losses and/or Damages in Rail Transit at Home.—1. A claim will not be raised against the railway company or other carrier unless the total value of the loss or damage exceeds 5*s.* 0*d.*

2. Separate action will be taken for each consignment concerned where the total value of the loss or damage exceeds 5*s.* 0*d.*

3. Attention is drawn to para. 7, "Memorandum of Instructions," A.P. 1086, particularly sub-para. (*g*), and also to the need for including, in the total value of any loss or damage for which a claim is made, the cost of carriage of any stores lost, or of any additional carriage charges incurred as a result of the damage (e.g. return of the damaged articles and despatch of replacement). If necessary, this information will be furnished by the Air Ministry on request; copies of the relative carrier's notes should be furnished, and where the articles damaged or lost form

* Exclusive in England and Wales of Sundays, Good Friday, Xmas Day or a Bank Holiday; and in Scotland of Sundays, 1st and 2nd January, Spring Holiday and Autumn Holiday.

Digitized by Google

part of a larger consignment, the weight of the articles in question should be stated.

4. The terms of an agreement concluded with the railway companies, showing the circumstances in which claims may be settled on a 50 per cent. basis, are given in Appendix IV.

5. Consignees are to take action in accordance with clauses 7 to 14 of this para.

6. *Deleted.*

7. When a consignment has not been delivered, or when (on unpacking) damage and/or deficiency has been ascertained, a memorandum (Form 143A, original copy) will be sent by the consignee to the railway company concerned within the statutory period notifying that a formal claim will be presented later. The duplicate of Form 143A will be retained as an office record.

8. If the claim is substantiated (with or without amendments) the formal claim will be prepared in duplicate on Form 143B by the consignee. The original will be forwarded as early as possible by him to the railway company by whom the consignment was delivered, or should have been delivered, and in any event the claim must be lodged:—

(*a*) in the case of loss from and/or damage to a consignment, within the statutory period of 7 days* of termination of the transit. (The transit is deemed to be completed as soon as the consignment is delivered to the consignee if carted or placed in private siding by the railway company; or within 24 hours of notification of arrival at destination if not carted by the railway company.)

(*b*) in the case of non-delivery of a consignment, within the statutory period of 28 days of the consignment being handed to the forwarding company.

9. If it can be proved that it is not reasonably possible for the carrier to be advised in writing, or for the claim to be made in writing, within the statutory periods, and that the advice is given as early as possible, the carrier may be prepared to consider claims which arise outside the time limits laid down. Should such cases arise, and carriers refuse to accept the claims, the matter should be reported fully to the Air Ministry for instructions.

10. When consignments are conveyed at owner's risk, claims may be lodged for non-delivery, and for pilferage from packages adequately protected by packing, if pointed out to a servant of the company on or before delivery, unless the company can prove that it was not through negligence or misconduct of the company's servants.

11. If the claim is admitted by the carrier, settlement is to be effected by the consignee. When recovery has been made, the consignee is to notify the consignor of the amount recovered and the cash account in which credit has been given. If the settlement is on a 50 per cent. basis, the consignee is to certify to the consignor that it is not possible to determine who is responsible for the loss or damage as laid down in the agreement referred to in clause 4. The necessary action to write off the balance of the loss is to be taken by the consignor.

---

* *See* footnote to para. **2465**, clause 2.

Digitized by Google

12. If the claim is not admitted by the carrier, the consignee is to report the matter fully to higher authority, forwarding all relative documents and correspondence. On receipt of a decision, the consignee is to notify the consignor, and the latter is to take any necessary write-off action.

13. Credit in the consignee unit's cash account is to be supported by a certificate signed by the C.O. that either the amount recovered from the carrier represents the full value of the claim, or that, in the case of a 50 per cent. settlement, it is not possible to determine who is responsible for the loss or damage.

14. All cases in which railway companies attempt to evade responsibility for loss or damage which can be clearly proved against them, will be pressed, and any refusal to admit liability will be reported to the Air Ministry.

2466A. Claims for Losses and/or Damages in Road Transport at Home.—1. Claims in respect of loss or damage to a consignment carried by a road transport contractor will be dealt with by the Air Ministry.

2. Full details, indicating the number of articles lost or damaged, their value or the extent of the damage, the reference number of the carrier's note, and any other information likely to be of use in connection with a claim against the contractor, should be furnished to the Air Ministry immediately.

3. Receipts for consignments delivered by road transport contractors will be given in the space provided on the road carrier's note (Form 1489). When it is not possible to examine the consignment on arrival the receipt form should be amended to read "Consignment received, contents unexamined."

2467. Articles Damaged, Consigned at Owner's Risk Rates.—1. Articles carried at owner's risk and damaged in transit will be returned by railway companies at home free of charge to the original forwarding station provided the damaged articles are returned within two weeks from the date of being tendered (by advice or otherwise) to the consignee. Reference must, however, be made to the original carrier's note or other invoice. R.A.F. carrier's notes will not normally be issued to cover the return of such articles; but, if the railway company insists, the carriers' note must be clearly endorsed "Damaged in transit—to be returned carriage free."

2. Railway companies will convey at half-rates consignments sent in replacement of castings (detailed in the "General railway classification of goods by merchandise train"); baths; stoves; grates; heaters and ranges, fire or gas cooking (polished or enamelled) carried at owner's risk which have been broken in transit and returned under the above arrangement. R.A.F. carrier's notes issued to cover such consignments will be clearly endorsed "Replacement—chargeable at half-rate."

2468. Material Sent from and to Contractors at Home.—1. When a contractor is not liable for rail charges, e.g. when consignments are despatched to a contractor's works for repair, or the terms of delivery are "free on rail," or "*ex* works," the preferential government rates referred to in para. **2469**, clause 1, are chargeable, provided that a R.A.F. carrier's note is issued.

Digitized by Google

2 *and* 3. *Deleted.*

4. When stores are required to be despatched from the works of contractors—other than contractors (at whose works A.I.D. inspection and production officers are stationed) who are already in possession of carrier's notes under the authority of the Director of Contracts, Air Ministry—Form 471 (Application for R.A.F. carrier's note) will be sent to the contractor concerned at the time the contract is placed by the Director of Contracts, Air Ministry. When the material is ready for despatch, the contractor concerned will forward Form 471 to the R.A.F. maintenance or other unit concerned, who will then complete as far as possible and issue to the contractor copies 1 and 2 of the relative carrier's note, and ask the contractor to hand them both to the railway company. Such carrier's notes will be stamped "Contract Issue" in bold type, and the relative Air Ministry file reference number quoted whenever possible.

5. (*a*) R.A.F. carrier's notes will not be issued when a contractor is liable for carriage on consignments either sent to him or forwarded by him. In the case of such consignments (including returned empties) forwarded to contractors, the ordinary railway company's form of consignment note for packages accepted "carriage forward" will be used.

(*b*) An exception to this rule is made in the case of any packages sent by passenger train, for which carriage charges (at public rates) have to be prepaid. In these cases the cost of carriage will be recovered from the contractor by the consigning unit.

6. Care should be taken to ensure that the R.A.F. is in fact liable under the terms of the relative contract for any carriage on any returned empty containers before a R.A.F. carrier's note is issued to cover such charges.

7. Normally conveyance from a contractor's works will be by merchandise train. A more expensive method of conveyance will be allowed only provided it is covered by the terms of the contract or by special Air Ministry authority.

8. In every instance, carrier's notes should be marked conspicuously "First delivery" or "Not first delivery" in accordance with the following definitions:—

"First delivery" covers all new stores delivered into the service for the first time, and not yet taken on charge, i.e. new aircraft, new engines, new spares or consumable stores, &c.

"Not first delivery" covers articles delivered after reconditioning or repair, redundant material, surplus equipment, returned empties, &c., i.e. equipment that was already on R.A.F. charge prior to its issue to the contractor.

9. When consignments are despatched either on carrier's notes direct from a contractor's works or on a "f.o.b." contract direct to a port for shipment—

(*a*) for vessels sailing from London—a message should be sent to the R.A.F. Embarkation Officer, West India Dock, London, E.14, by the R.A.F. maintenance or other unit concerned, giving particulars of the consignment, and truck number and date of despatch;

Digitized by Google

(*b*) for vessels sailing from Southampton—a similar message should be sent to the R.A.F. Embarkation Officer, 3, Queen's Terrace, Southampton;

(*c*) for vessels sailing from other ports—a similar message should be sent to the ship's agents (if known) and repeated to the Air Ministry, the agents being asked to state the condition of the stores when shipped, e.g. good, damaged (extent of damage to be stated), not delivered, &c.

(*See* para. **2481** as regards loss and/or damage in transit.)

10. When consignments are despatched by rail to a contractor or private individual and carriage charges are a further liability (*see* clause 5 (*a*)), action will be taken to ensure the return of the triplicate copy of the R.A.F. carrier's note (Form 1486), duly receipted, to enable any claim for non-delivery, damage or loss in transit to be lodged against the carrier within the statutory period.

11. In the event of non-delivery, or of loss and/or damage in transit, action will be taken as follows:—

(*a*) *A consignment received from a contractor—at the contractor's expense.* The consignee will notify the railway company within the statutory periods of non-delivery, or of loss and/or damage in transit. The contractor should also be notified of the action taken by the consignee, so that the contractor may proceed with his claim against the carrier if the material is the property of the contractor up to the time of delivery. If the material is the property of the R.A.F., the consignee will proceed with the claim against the carrier, putting forward the claim to the delivering railway company as directed in para. **2466.**

(*b*) *Consignments received from a contractor—the carriage charges for which are covered by a R.A.F. carrier's note.* Action will be taken by the consignee as directed in para. **2466.**

(*c*) *Deleted.*

(*d*) *Consignments despatched to a contractor—at public expense.* The consignor will proceed on the lines indicated in para. **2466** to claim against the forwarding company for non-delivery, or for loss and/or damage in transit.

2469. Conveyance by Rail at Home—Charges.—1. Material (other than baggage and equipment, &c., conveyed with a party, as to which *see* para. **2470**) when consigned on a R.A.F. carrier's note (Form 1486) will be charged at a rate not exceeding 3 and one-fifth pence a ton a mile, station to station, with a minimum of 12 miles, plus 6*s.* 5*d.* a ton for terminal accommodation and services other than cartage. This rate will be referred to throughout these regulations as the government rate.

2. A consignment should, whenever possible, be divided so as to admit of certain items being charged at the public rate when it is cheaper than the government rate. The government rates can be calculated on the basis laid down in clause 1, the mileage being ascertained by inquiry at the local railway station. The public rate can be calculated (after the mileage has been ascertained from the local railway station) by first ascertaining the class rate appropriate to the stores as laid down in the " General railway classification of goods by merchandise train," and by reference to the " Scale of standard charges of goods and minerals (other

Digitized by Google

than coal, coke and patent fuel) by merchandise train." (Copies of these publications should be held by each unit at home.)

3. The local railway agent can usually give all information as to rates and charges, and it is advisable to consult him in such matters, as exceptional rates are introduced from time to time which are cheaper than the usual rates.

4. The following articles are charged exceptionally:—

(*a*) At rates shown in the "Green pamphlet"—Gunpowder and other explosive or combustible stores.

(*b*) Public rates:—

(i) Materials for which a special vehicle is required or in respect of which special arrangements are necessary owing to bulk or length.

(ii) Corrosive, dangerous and poisonous goods mentioned in the "Classification of dangerous goods by merchandise train."

(iii) Bedding and clothing sent to be cleaned and returned to unit.

(iv) Private furniture and effects of officers and airmen in excess of entitlement.

(v) Returned empties.

(*c*) Public small parcels rate:—

(i) Consignments of 3 cwt. and under.

(ii) Consignments over 3 cwt. the minimum charge for which will be as for 3 cwt. at the small parcels scale rate.

5. Material conveyed by passenger train and accompanying air forces travelling on a route (Form 260) will be charged at the government rate less terminal charges (*see* clause 1). The serial number of the route must be inserted on the carrier's note.

6. Material not accompanying passengers, despatched by passenger train is charged at half the general parcels scale (G.P.S.). Conveyance is at government risk, and the charges include delivery within the usual limits; minimum charge is for one cwt. per consignment and each package is charged separately; the charge, however, will not exceed that payable by the general public for traffic consigned at owner's risk.

7. When large consignments have to be despatched, the railway companies concerned should be communicated with as much in advance as possible and every effort made to negotiate a cheaper rate than that ordinarily chargeable. A copy of any correspondence should be forwarded to the Air Ministry for information.

2470. Baggage and Stores Despatched in Connection with the Move by Rail at Home of a R.A.F. Party.—1. A party moving from one place to another at home will convey such quantities of equipment and baggage as may be authorised by regulations or by the air or other officer commanding to be moved at public expense.

2. If possible, the railway company will be offered the assistance of the air forces in loading and unloading.

3. If the move is by special (or troop) train, the quantity of baggage and equipment to be conveyed by such train will be arranged with the railway company concerned. Any quantities not conveyed by special (or

Digitized by Google

troop) train will be sent by merchandise train, but the passengers must take with them such quantities of baggage as are allowed free conveyance (viz. 1 cwt. for each 1st class passenger, and ½ cwt. for other passengers).

4. When baggage is to be moved, a statement should be prepared showing—

(i) the total weight of the baggage for each individual;

(ii) the quantity to be taken by the individuals by passenger train;

(iii) the net result after deducting (ii) from (i);

(iv) the weight permitted to be conveyed at public expense;

(v) the excess weight (if any) for which the individual concerned must be prepared to pay excess charges.

The grand total of the weights under (iii) and (iv) should then be found. If the total of the weights under (iii) is in excess of the total weights under (iv), the railway company should be asked to state what charge they will make for such excess quantity, and the charge worked out proportionately on the various quantities shown in column (v).. (If, on the other hand, the total weight under (iii) is less than the total weight under (iv), there will be no excess charges to be claimed or paid.) The charges for any excess amounts should be collected from the individuals concerned before the consignment is despatched, and handed to the railway company, the railway company's receipt being obtained and pasted on the relative original copy of the carrier's note.

5. Baggage will be described as " Service Baggage " (no other details of contents of packages, &c., being given), and a R.A.F. carrier's note (Form 1486) will be prepared showing—

(*a*) the number of packages;

(*b*) the total weight to be conveyed;

(*c*) the weight for which the public will pay;

(*d*) the weight in excess of entitlement (this must be prepaid by the individuals concerned);

(*e*) on the back of the original form, the numbers conveyed, and how the entitled weight is arrived at.

6. Separate carrier's notes will be prepared for the quantities referred to in clause 5 carried with the passengers by passenger (or special) train, and any quantities which may be sent separately by merchandise train.

7. As regards material, a separate Form 1486 will be prepared, the general description " Unit Stores," and not details of the contents of packages, being given (unless any of the articles are dangerous, when details should be given on Form 1488 in order to avoid risk of accident while in transit).

8. The date and number of the relative route order (Form 260) issued in connection with the move must be quoted on all the carrier's notes so issued.

9. Should it be necessary for stores to be forwarded from a maintenance or other unit to the place to which the party is moving, the unit from which the party moves should notify the issuing maintenance or other unit to the effect that the stores are to be despatched consequent upon the movement of air forces, giving the number and date of the relative route order. The officer despatching the stores will thus be able to describe the

Digitized by Google

consignment as "unit stores" (the number and date of the relative route order being clearly stated under this entry), and the benefit of the cheapest rail rate thus obtained.

10. The charges under this para. will be—

(*a*) material, whether sent by merchandise train or accompanying the passengers by passenger train, also baggage sent by merchandise train—3½*d*. per ton per mile, station to station;

(*b*) entitled baggage in excess of the weight carried free by the railway company, accompanying passengers by passenger train—two-thirds of the rate charged to the public for excess luggage;

(*c*) movement by special train—the whole of the material and baggage, after deducting the quantity allowed to be carried free with the passengers—3½*d*. per ton per mile. (*See* clause 3.)

2471. Escorts Accompanying Consignments of Stores by Rail at Home. 1. When, in exceptional circumstances, a situation arises which renders it essential for an escort to accompany arms, ammunition, explosives or other stores by road, rail or water, the air or other officer commanding, group commander, the C.O. of No. 2 or No. 11 Maintenance Unit, or the Air Ministry (as appropriate), will issue such instructions for the provision of escorts as may be deemed necessary. When it is considered to be essential, an escort may be ordered to accompany R.A.F. material going to, or coming from, contractor's works.

2. When the escort is required to accompany such consignments by merchandise or special train (or, in the case of explosives, by any train) special warrants must be issued to railway companies to enable the escort to accompany the consignment. This form of special warrant is to be issued in support of a general and comprehensive indemnity which has already been given to certain railway companies at home, particulars of which may be found in the "Special instructions relating to the conveyance of government (naval, military and air force) stores." No fresh indemnity is required to be given to railway companies.

3. The special warrants referred to are headed "Form of Special Warrant." The yellow form will be issued to the railway company when non-dangerous material is to be transported, and the pink form for explosives and other dangerous goods. The form will be completed and signed by the responsible authority "on behalf of the Secretary of State for Air." The conductor of explosives and other dangerous goods will carry as his authority the blue copy; for non-dangerous goods the conductor's copy is coloured brown.

4. A form of letter to be sent to the railway company who will despatch the consignment when such an escort or conductor by merchandise or special train is required is shown in the "Special instructions" referred to in clause 2. On receipt of this letter, the railway company will provide such accommodation on the train as is necessary for the conveyance of the personnel concerned. The conductor or other individual in charge of the escort party will be furnished by the railway company with a permit allowing conveyance by such trains.

5. The usual railway warrant (Form 413) to cover the journey of the conductor and escort party (or the conductor only, if no escort party is sent) will be issued and exchanged at the railway station for railway tickets.

Digitized by Google

6. Permit and tickets will be collected by the railway company's guard on the completion of the journey.

7. The following are the railway companies who are parties to the agreement:—

Belfast and County Down.
Cheshire Lines Committee.
Great Central and Midland Joint Committee.
Great Central and North Staffordshire Railways Committee.
Great Northern (Ireland).
Great Western.
London and North Eastern.
London, Midland and Scottish.
London, Midland and Scottish (Northern Counties Committee).
Manchester, South Junction and Altrincham.
Mersey.
Metropolitan.*
Metropolitan District.*
Midland and Great Northern Joint Committee.
Oldham, Ashton-under-Lyne and Guide Bridge Junction.
Somerset and Dorset Joint Committee.
Southern.
Southwold.

8. In no circumstances will the Metropolitan District Railway, the Metropolitan Railway or the London Electric Railways accept explosives or other dangerous goods for conveyance in contravention of their bye-laws.

9. Details of the officials authorised to issue permits for the conveyance of small samples of explosives by passenger train and the circumstances in which such samples are allowed to be conveyed are contained in A.P. 1245 (Chap. 3).

2472. Railway Abbreviations.—The following abbreviations, &c., are in common use by railway officials and others:—

C.	indicates	Collection.
D.	,,	Delivery.
C. & D.	,,	Collection and delivery.
S.	,,	Railway company's station.
S. to S.	,,	Station to station.
O.R.	,,	Owner's risk (i.e. that merchandise is not carried at railway company's risk).
C.W.	,,	that the rate is applicable to merchandise conveyed in railway company's wagons.
O.W.	,,	that the rate is applicable to merchandise conveyed in owner's wagons.
L.	,,	that the rate includes the service of loading.
U.	,,	that the rate includes the service of unloading.
1 Ton 2 Tons 3 Tons, &c.	,, ,, ,,	that the rate charged applies to the minimum quantity named.

* Explosives or other dangerous goods excepted.

Digitized by Google

G.R.C.	indicates	that reference is made to the "General railway classification of goods by merchandise train."
C.D.G.	"	that reference is made to the "Classification of dangerous goods by merchandise train."
"Green Pamphlet" or "G.P."	,	that reference is made to the "Special instructions relating to the conveyance of government (naval, military and air force) stores, &c."
e.o.h.p.	"	except otherwise herein provided.

2473. Material—How Conveyed by Sea.—1. Material will normally be conveyed to and from home ports (except to India) and between commands abroad, in public vessels, if a saving to the public is effected thereby, or in freightships (stores) in accordance with the Regulations for H.M. Sea Transport Service; officers and others will be guided by these regulations in all matters which are not provided for herein.

2. Sea transport of material from home ports will be provided by the Director of Equipment, Air Ministry, by arrangement with the *Director of Sea Transport, Mercantile Marine Department, Board of Trade, if the freightage is an Air Ministry liability.

3. Freight on material to be despatched to India on demands from the R.A.F. in India will be arranged by the Director General, India Stores Department, Belvedere Road, Lambeth, S.E. 1, and will be delivered to ship in accordance with instructions issued by him (*see* clause 7). Freight to India for which the India Store Department is not responsible (e.g. airship material) will be arranged by the Air Ministry. In either case, a priced copy of the relative issue voucher must accompany the notification that material is ready for despatch.

4. When freight is not an Air Ministry or R.A.F. liability, freight arrangements will not be made unless specific instructions have been issued by the Air Ministry.

5. Movements by sea from ports abroad will be arranged by the air or other officer commanding in conjunction with the command representative of the Director of Sea Transport (i.e. the superintending sea transport officer or principal or divisional sea transport officer). At ports where such an appointment does not exist, the air or other officer commanding will be responsible for obtaining any freight space required if this representative has no objection. If the necessary arrangements cannot be made locally, application should be made to the Air Ministry.

6. As stated in paras. **2448, 2476** and **2480,** all instances in which expenses are not chargeable against R.A.F. funds must be noted clearly on all documents (including bills of lading), the government, department or individual responsible for charges being named.

7. Consignments despatched on behalf of the India Store Department to a port for shipment will be dealt with in accordance with instructions

* The Board of Trade shipping agents are Messrs. **Hogg, Robinson** and Capel-Cure, Ltd., Staple Hall, Stone House Court, London, E.C.3.: **Telephone,** Avenue 1221. Telegrams, "Assurance, Ave., London."

Digitized by Google

issued at the time by that department. R.A.F. carrier's notes will be issued and endorsed "Charges to be paid by India Store Department, Belvedere Road, London, S.E.1."

2474. Conveyance by Sea—Forms to be Used.—In effecting the conveyance of material from home stations the following forms will be required:—

(*a*) Form 1486 or Form 1488 for rail conveyance to the dock (*see* para. **2463**).

(*b*) Form 158—Convoy note for conveyance of material by road to the dock (*see* para. **2480**).

(*c*) Form 642—Freight form for application for shipping space (*see* para. **2476**).

(*d*) Form 738—Bill of lading (*see* para. **2484**).

(*e*) Form 753—Complete list of shipments (*see* para. **2487**).

(*f*) Port of London Authority standard form of shipping note (*see* para. **2480**).

2475. Measurements for Sea Freight and Freight Charges.—1. As laid down in the Regulations for H.M. Sea Transport Service, tonnage for shipping purposes is computed on the following basis:—

Stores shipped by measurement	..	40 cubic feet equal 1 ton.
,, ,, ,, weight	.. ..	20 cwt. equals 1 ton.
	..	1 cwt. equals 2 cubic feet.

Stores shipped on measurement tonnage are referred to as "Light." Stores shipped on weight tonnage are referred to as "Heavy." A shipping company is entitled to charge freight either by measurement or by weight, whichever is the more favourable to them.

2. Measurements will be shown on shipping documents in the following order:—

Greatest length—greatest breadth—greatest height.

Such measurements should be taken with the greatest care, any projections such as bolts and nut heads, eyebolts, cording, &c., being taken into account. For this reason projections on packages sent forward for shipment must be avoided as far as possible, especially on large packages, as they add considerably to the tonnage. The tonnage of exceptional items of irregular shapes such as motor boats, dinghies, &c., will be calculated by the Air Ministry (at home) or the sea transport officer (abroad). The measurement of drums and cylinders will be calculated on the square of the diameter of the base, multiplied by the height.

3. In reckoning the total measurements for insertion on bills of lading, material may be stacked as closely as possible before being placed on board in order to obtain the smallest possible measurement. The measuring will be carefully supervised so as to prevent excessive tonnage being given (*see also* para. **2485** as to explosives).

4. The freight rate for cement, coal and similar "Heavy" cargo is usually lower than that charged for ordinary material, while the freight rate for explosives, acids, inflammable material flashing below 93° Fahrenheit and other dangerous cargo is usually higher. Special charges are made for packages shipped as cabin freight or on a parcel ticket.

Digitized by Google

2476. Applications for Shipping Space.—1. At home application for shipping space will be made on Form 642, eight copies of each application being prepared by the consignor, who will retain two (one of which will be despatched subsequently—in accordance with Air Ministry instructions issued separately—direct to the Naval Stores Officer, Royal Victoria Yard, Deptford, London, S.E.8, if stores are to be sent there for shipment) and forward the remaining six to the Air Ministry. The Air Ministry will forward one copy to the Board of Trade for allotment of space, and another to the R.A.F. Embarkation Officer, London. (If the allotment is made to a transport, he will forward his copy to the R.A.F. Embarkation Officer, Southampton, if shipment is to be made at Southampton.) Each set of forms must bear the consignor's serial number, and the date, the first copy of each set forwarded to the Air Ministry being signed by the officer applying for freight. (For procedure after allotment, *see* para. **2478.**)

2. No application will be made until material is packed and ready for shipment.

3. Separate forms will be used—

(*a*) for each destination and each consignee;
(*b*) for inflammable, and for non-inflammable material;
(*c*) for cylinders filled with gas, liquid air or liquid oxygen;
(*d*) for explosives;
(*e*) for packages containing delicate instruments and similar fragile and valuable material (e.g. watches) required to be shipped as "Cabin Freight." Details of the instruments, the country of origin, and value must be given. If previously imported from abroad the country of origin and date imported must be stated. The most suitable size of a case for cabin freight is 4 to 5 cubic feet, and the largest dimensions should not exceed 3 feet. The value of the contents of any one package should not exceed £100. Packages must be taken by hand to the dock official and also to the shipping company, so that correct records can be taken before the individual in charge of the package proceeds on board ship to hand over to the chief officer of the ship.

4. (*a*) The measurements of bulky packages or articles such as aeroplane cases and parts, M.T. vehicles, &c., and any smaller packages or articles 40 feet or more in length will be given.

(*b*) The weight of any package or article exceeding 20 cwt. will be shown. It is especially important that the weight of any package or article exceeding 35 cwt. is shown, as this is the maximum lifting capacity of the usual type of shore crane. If a weight exceeding 35 cwt. is not disclosed there is risk of serious damage to the package and to the lifting apparatus, and the further possibility of loss of life or serious injury to persons in the vicinity of the package when it is being lifted.

(*c*) The weight and measurement of each kind of inflammable, dangerous, corrosive or poisonous store (as detailed in A.P. 830) must be shown separately.

(*d*) When tonnage by weight of packages or articles exceeds the tonnage by measurement (*see* para. **2475,** clause 1), they will be entered separately, and the word "Heavy" placed after the tonnage figures.

(*e*) The combined total weight and measurement of packages or articles other than those mentioned above will be shown.

Digitized by Google

5. The instructions in A.P. 830 as regards the special information, and marking of applications for freight, required in connection with inflammable, corrosive, dangerous or poisonous chemicals must be thoroughly observed.

6. Applications for freight for explosives will be clearly marked "Explosives." If a magazine is required this will be stated. The group and division number will also be stated. For full details as to description, magazines, &c., *see* A.P. 1245 (Chap. 3), and the "Regulations for H.M. Sea Transport Service" (*see also* para. **2485**). Shipment of explosives to Northern Ireland will as far as possible be made by War Department vessels but applications for *urgent* shipment by other than these vessels will be confined to consignments of not more than 300 lb. net weight, i.e. the gross weight of the explosives together with any envelope case or contrivance forming part of the explosive. Forms 642 will be endorsed "Urgent shipment required" and the net weight of each package inserted.

7. Attention is drawn to para. **2473,** clause 6, as to notification on applications for freight of who is responsible for dock charges, &c., when such charges are not payable from public funds.

2477. Cancellation of Application for Shipping Space.—If it is necessary to cancel an application for shipping space, or an allotment already made, the Air Ministry at home, or such officer as may be concerned abroad, must be notified at the earliest possible moment in order that, where possible, arrangements may be made to re-allot the space. When once freight has been engaged the shipping company is usually entitled, if it so desires, to claim the agreed freight charge, even though for unforeseen reasons, or reasons beyond the control of the authorities concerned, the space is not used.

2478. Allotment of Shipping Space at Home.—1. When an allotment of shipping space has been obtained from the Director of Sea Transport, the Air Ministry will complete the Forms 642, showing the ship, dock, and probable date of loading and sailing, and dispose of them as follows:—

(*a*) One copy to the consignor branch, unit or depôt.

(*b*) Two copies to the R.A.F. shipping officer (or agent, where no shipping officer exists) at the port of discharge These copies will be sent by air mail when such service is available.

(*c*) One will be retained in the Air Ministry for record purposes.

2. If the ship in which space is allotted is a hired transport, the fact will be indicated by the symbol "H.T." before her name; the symbol "S.S." will similarly indicate that the vessel in which space is allotted is a freightship (i.e. a vessel engaged in carrying commercial cargo).

3. Forms 642 when completed by the Air Ministry will also show if any special clauses are to be inserted in the bill of lading, and if more than the normal number of copies of bills of lading will be required. (*See* para. **2484.**)

2479. Material to be excluded from Hired Transports.—1. Except in an emergency, or when otherwise specially authorised by the Director of Sea Transport, Board of Trade, the following material will not be carried in hired transports:—

(*a*) Explosives, except as in clause 2.

(*b*) Inflammable, corrosive or otherwise dangerous stores.

Digitized by Google

(*c*) Cylinders containing liquid air or oxygen.

(*d*) Safety matches, unless packed in zinc or tin lined, hermetically sealed cases, the nature of the contents being clearly stated on the outside of all cases.

2. Cartridges may be shipped only if the transport has magazines or compartments ready fitted in accordance with the Regulations for H.M. Sea Transport Service, or if such can be fitted on the spot without interfering with her programme.

2480. Despatch of Material to Port of Shipment at Home.—1. Instructions as to the despatch of material to the port of shipment will be given to the unit by the Air Ministry. The unit will despatch the consignment, advising the R.A.F. officer or shipping agent responsible for bringing the consignment to the ship's side after its arrival at the docks, of the date of despatch, truck numbers, &c. (any arrangements which may be necessary to bring consignments alongside ship, e.g. special crane for very long articles, or packages weighing more than 35 cwt., or for lighterage, &c., will then be made by the individual or firm so notified).

2. If material is despatched by road to the West India Dock, Millwall Dock, or Royal Victoria Dock, five copies of the Port of London Authority's standard form of shipping note will be prepared by the consignor. (Supplies of these notes will be furnished on demand by the R.A.F. Embarkation Officer, West India Dock, London, E.14.) One of these copies will be retained by the consignor, and the other four copies will be handed to the conductor of the convoy, who, on arrival at the docks, will report to the embarkation officer, who will bring the convoy to the shed or ship, and obtain the signature of the dock authority on the shipping notes. After signature, one copy of the shipping note will be handed back to the conductor for return to the consignor, one will be retained by the embarkation officer, one will be forwarded by him to the Board of Trade shipping agents for use as a shipping note, and the remaining copy will be retained by the Port of London Authority for accounting purposes.

3. If material is despatched by road to docks in London other than those named in clause 2, five copies of the usual convoy note (Form 158) will be prepared by the consignor. These will be disposed of in the same manner as the Port of London Authority's shipping note.

4. If the consignment is sent by road to Southampton for shipment in a freightship, five copies of the convoy note (Form 158) will be prepared by the consignor, who will retain one and hand the other four to the conductor of the convoy. The conductor will report to the R.A.F. Embarkation Officer, 3, Queen's Terrace, Southampton, and hand these four copies to him. The embarkation officer will conduct the convoy to the ship, and obtain the signature of the dock authorities on the four copies. One will be retained by the dock authorities for accounting purposes, one will be retained by the embarkation officer, and one will be forwarded by him to the Board of Trade shipping agents for use as a shipping note. The remaining copy will be handed back to the conductor of the convoy for return to the consignor. If shipment is in a hired transport (" H.T."), similar action will be taken, with the exception that the R.A.F. embarkation officer will deliver one copy

Digitized by Google

to the Principal Sea Transport Officer, Southampton, instead of forwarding it to the Board of Trade shipping agents.

5. For other ports, four copies of the convoy note (Form 158) will be prepared. One will be retained by the consignor, and the other three handed to the conductor of the convoy, who, on arrival at the docks, will obtain the signature of the dock company's representative or the local shipping agent on the three notes. One will be retained by the dock authority or shipping agent for accounting purposes, and the other two will be retained by the unit. The unit will retain one copy and forward the other to the Board of Trade shipping agents for use as a shipping note (if shipment is made in a freightship), or to the Mercantile Marine Department, Board of Trade (if shipment is in a transport). If, however, shipment is superintended by a R.A.F. officer under Air Ministry instructions, the convoy notes will be handed to such officer by the conductor, and will be disposed of by such officer on the lines indicated.

6. It must be clearly shown on all shipping documents and convoy notes who is responsible for settling lighterage, dock charges, &c., i.e. the name and address of the contractor responsible for charges under a "f.o.b." contract, or the department, government or other authority who will bear the charges under a "repayment" issue, &c. (The phrase "Charges to be paid by....." should be typed on convoy notes, if not already appearing.)

7. If rail conveyance to the docks is used, and carrier's notes are issued, the unit will dispose of the copies as follows:—

(*a*) *If shipped from London*—

1st and 2nd copies to the railway company, who will retain them.

3rd copy to the R.A.F. Embarkation Officer, London, who will complete it as regards condition of consignment when received, &c., and return it to the consignor.

4th copy to the Board of Trade shipping agents for use as a shipping note.

5th impression.—The consignor will obtain by carbon process on a plain sheet of paper an extra impression of the particulars given on these four copies, and will pin this sheet in the pad of carrier's notes in lieu of the copy (4th) usually retained by him for record purposes, the number of the relative note being inserted by him on the sheet.

(As regards procedure for consignments despatched by rail to the Royal Victoria Yard, Deptford, for shipment, *see* Air Ministry instructions issued separately.)

(*b*) *If shipped from Southampton in a freightship*—

Procedure as in sub-clause (*a*), but substituting "R.A.F. Embarkation Officer, Southampton" for "R.A.F. Embarkation Officer, London."

(*c*) *If shipped from Southampton in a transport*—

Procedure as in sub-clause (*a*), but substituting "R.A.F. Embarkation Officer, Southampton," for "R.A.F. Embarkation Officer, London."

Digitized by Google

The 4th copy will be sent to the R.A.F. Embarkation Officer, Southampton, for delivery to the Principal Sea Transport Officer, Southampton, as a shipping note.

(*d*) *If shipped from ports other than London and Southampton*—

1st and 2nd copies will be handed to the railway company who will retain them.

3rd copy will be forwarded by the consignor to the shipping company's agents, for return in due course, stating the condition of the consignment on delivery, &c.

4th copy will be forwarded to the Board of Trade shipping agents for use as a shipping note.

5th impression.—The consignor will obtain by carbon process on a plain sheet of paper an extra impression of the particulars given on the above four copies, and will pin this sheet in the pad of carrier's notes in lieu of the copy (4th) usually retained by him for record purposes, the number of the relative note being inserted by him on the sheet.

If the shipment is superintended by a R.A.F. officer under Air Ministry instructions, however, the 3rd copy will be sent to him.

If the shipment is in a hired transport (" H.T."), the 3rd copy will be forwarded in accordance with instructions to be given by the Air Ministry.

8. When packages require special stowage—e.g. cabin freight, deck stowage, dry stowage, &c.—in commercial vessels sailing from home ports, the Board of Trade shipping agents will obtain and complete " stowage orders " as and when necessary, and forward them to—

(*a*) the R.A.F. Embarkation Officer, London, in the case of shipments from London and Tilbury;

(*b*) the R.A.F. Embarkation Officer, Southampton, in the case of shipments from Southampton;

(*c*) the consignor in the case of shipments from other ports.

The officers referred to at (*a*) and (*b*) will arrange to deliver the " stowage orders " to the cargo superintendent at the time the consignment requiring such special stowage is brought alongside the ship. In the case of shipments from ports other than London or Southampton, the " stowage orders " will be handed to the railway company (if conveyance by rail is required), and the railway company should be asked to arrange for the " stowage orders " to be handed to the cargo superintendent at the time the consignment is tendered. If the consignment is despatched by road the driver or other individual in charge of the convoy should be instructed to hand the " stowage orders " over to the cargo superintendent with the consignment. If a contractor is arranging to bring the consignment alongside the ship (as in the case of a " f.o.b." contract) the contractor will be asked to follow the same arrangement. This arrangement will not apply to shipments in hired transports.

2481. Packages Damaged, &c., before Shipment.—1. At home, if any cases, articles or packages are found to be damaged or broken open on arrival at, or during their custody in, docks before shipment a detailed report will be made immediately, in conjunction with the Board of Trade shipping agents, by the R.A.F. Embarkation Officer, London or

Digitized by Google

Southampton, or agent, as appropriate, to the Air Ministry, so that instructions may be issued as to the action to be taken. (If a shipping agent reports damage to the unit, the substance of the report will be repeated by the unit to the Air Ministry for instructions.) In addition, action will be taken at once by those concerned to ensure that the railway company or dock or other authority, as appropriate, is informed in writing of the damage and the extent of it, if possible, in order that a claim may not be prejudiced. If damage, loss or non-delivery in rail transit occurs, the regulations contained in paras. **2466** and **2468** will be observed, but the claim against the carrier will be lodged by the consignor.

2. Action in regard to similar damage at a port abroad will be taken under local instructions.

2482. Detention of Trucks, Lighters, Tugs, &c.—1. All expenses incurred through detention of trucks, lighters, tugs, &c., after the date and time consignments are due alongside ship, when not occasioned by bad weather during the time the ship is loading in the dock, or at the place at which government stores have been ordered, or through the occurrence of a strike or lock-out, or through negligence or any act of those in charge of the lighters, tugs, &c., will be charged against the owners of the vessel.

2. Demurrage charges on lighters are incurred after the lapse of the following periods:—

1 day if the stores amount to not more than 20 tons.
2 days ,, ,, ,, more than 20, but not more than 40 tons.
3 ,, ,, ,, ,, ,, ,, 40, but not more than 80 ,,
4 ,, ,, ,, ,, ,, ,, 80 tons.
2 days, whatever the quantity, if cement or bricks are sent alongside in sailing barges by the contractors supplying the material.

Sundays and recognised public holidays, except when the vessel is working, will be excluded from the number of days above mentioned, and from the period during which lighters and trucks are on demurrage.

3. The above rules apply to explosives shipped at a powder ground, except that Sundays will be reckoned as working days when demurrage has already been incurred.

4. The charges for demurrage of lighters, tugs, &c., will be reckoned at the actual cost per day. When the charges are incurred in respect of such services performed by private lighterage agency, the agency will claim for demurrage direct on the owners of the vessel, and such charges will not, therefore, be accepted against air force funds and reclaimed. If the shipowners decline to accept such charges, the matter should be referred to the Air Ministry for submission to the Board of Trade.

2483. Bills of Lading (Form 738) Stamped and Unstamped.—1. Bills of lading (Form 738) bearing a sixpenny impressed stamp will be issued by the A.P.F.S. on demand to units requiring them. They will be taken on ledger charge and struck off, when required for use, by certificate issue voucher.

2. Unstamped bills of lading will be demanded as in clause 1, but they will not be taken on charge.

Digitized by Google

3. Abroad, bills of lading (Form 738) will be used unless the ship's owner, master or agent definitely declines to accept them. Each bill of lading (unstamped) should be stamped in accordance with the laws of the country in which it is issued.

4. Any stamped copies referred to in clause 1 spoilt or not required owing to cancellation of shipment should be forwarded to the Air Ministry, in order that the value of the revenue stamp may be recovered from the Inland Revenue Department. Any copies stamped abroad rendered useless should be dealt with locally.

2484. Bills of Lading—Preparation of.—1. When freight has been allotted, the consignor will prepare bills of lading as follows for shipment from home ports:—

(*a*) Separate sets of forms will be completed for each consignee and for each destination.

(*b*) The information necessary to complete the matter in the head of the form will be inserted as far as possible. The address inserted at the head of the bill will be that of the R.A.F. shipping officer (or agent, where no shipping officer exists) at the port of discharge, the name of the consignee being given in the body of the bill.

(*c*) The total measurement of the consignment as a whole will be inserted on the form (as regards explosives *see also* para. **2485,** clause 4).

(*d*) The measurements and/or weights of articles referred to in para. **2476,** clause 4 (*a*), (*b*), (*c*) and (*d*) must appear after the relative entry in the bill of lading.

(*e*) Any special clauses to be inserted in the body of the bill of lading (e.g. lighterage to be performed by the ship) will be extracted from the Form 642 returned to the consignor by the Air Ministry. (If the clauses relate to the whole consignment they will be inserted after the particulars of packages, &c.; if they relate to a particular entry, the clauses will follow such entry; if more than one entry is concerned in one clause, the clause will be inserted as a footnote to the bill, after the detail of the whole consignment.)

(*f*) Notes such as "Hazardous," "Cool Stowage," &c., must appear against the relative entry in the bill of lading. As regards inflammable, dangerous, corrosive and poisonous chemicals, the special instructions contained in A.P. 830 must be observed, details of flash points, precautions, &c., appearing immediately after the relative entry.

(*g*) If the consignment is to be shipped as "cabin freight," the details referred to in para. **2476,** clause 3 (*e*), will be repeated on the bill of lading.

2. When freight is allotted to a freightship ("S.S."), sailing from home ports, the consignor will prepare bills of lading as follows:—

(*a*) Normally, three stamped and six unstamped copies of Form 738 will be prepared. One unstamped copy will be retained by the consignor for record purposes, another (unstamped) copy will be forwarded to the R.A.F. Embarkation Officer, London (or Southampton, if shipment is to be made at Southampton) for his information, and the remaining three stamped and four unstamped copies will be forwarded to the Board of Trade shipping agents,

Digitized by Google

together with an envelope, sufficiently stamped, addressed to the R.A.F. shipping officer, or agent, as appropriate. The envelope will be marked and stamped "Air Mail" when such service is available. The copies will be despatched so as to reach the Board of Trade shipping agents at least 24 hours before the ship sails.

(*b*) For certain ports, other than Basrah, additional copies of bills of lading may be required (for particulars, *see* the current A.M.O. giving general instructions regarding consignment of material shipped abroad on Air Ministry account).

(*c*) For Basrah, two extra unstamped copies will be prepared, one of which will be sent to the Board of Trade shipping agents and the other, showing for customs purposes the total value of each class of stores under the following headings, will be sent direct to the C.O., Base Supplies and Transport Depôt, Basrah:—

Class 1. Aeroplanes and parts (including aero-engines).
,, 2. M.T. and parts (including armoured cars).
,, 3. Guns and ammunition.
,, 4. Machinery, plant and parts.
,, 5. Building materials.
,, 6. Petrol.
,, 7. Oils.
,, 8. Clothing and equipment.
,, 9. Personal effects.
,, 10. Provisions.
,, 11. Articles not mentioned in classes 1 to 10.

3. The Board of Trade shipping agents will obtain the signature of the master, chief officer, or the ship's brokers to the three stamped copies, and will dispose of all the copies sent to them as follows:—

(*a*) 1 stamped copy will be carried by the master of the ship to the port of destination, and the consignee's receipt or that of the authority taking delivery of the consignments, obtained thereon. Thereafter the master or ship's agent will transmit the copy to the Director of Sea Transport, Board of Trade, for retention, and any action in connection with claims for loss and/or damage in transit.

(*b*) The second stamped copy will be posted to the consignee in the envelope referred to in clause 2 (*a*) above supplied by the consignor.

(*c*) The third stamped copy will be returned to the consignor.

(*d*) One unstamped copy will be forwarded to the Director of Sea Transport, *via* the Air Ministry, the copy being in lieu of a "cargo note" and receiving countersignature in the Air Ministry.

(*e*) One unstamped copy will be forwarded to the Air Ministry for record purposes. The remaining two copies will be retained by the Board of Trade shipping agents for their use.

(*f*) Additional copies will be disposed of by the Board of Trade shipping agents or by consignors in accordance with the instructions in clause 2 (*c*) or in the current A.M.O. giving general instructions regarding consignment of material shipped abroad on Air Ministry account.

4. Special instructions regarding bills of lading for explosives are contained in para. **2485.**

Digitized by Google

5. (*a*) When freight is allotted to a hired transport ("H.T.") or a store carrier, the same conditions as in clause 1 apply.

(*b*) Normally, for ports other than Basrah, three stamped and five unstamped copies of bills of lading will be prepared and sent (together with stamped addressed envelope for the consignee) to the R.A.F. Embarkation Officer, Southampton. That officer will obtain the signature of the master on the three stamped copies and will dispose of them as laid down in clause 3 (*a*), (*b*) and (*c*). He will forward two unstamped copies to the Air Ministry, retain one copy, despatch an additional unstamped copy to the consignee, for action in connection with para. **2495,** and hand one to the principal sea transport officer for retention.

(*c*) For Basrah, an additional unstamped copy will be prepared and despatched direct to the C.O., Base Supplies and Transport Depôt, Basrah, as at clause 2, sub-clause (*c*).

(*d*) For certain other ports, additional copies of bills of lading may be required for port or customs purposes at ports abroad (for particulars, *see* the current A.M.O. giving general instructions regarding consignment of material shipped abroad on Air Ministry account). These copies will be despatched by the R.A.F. embarkation officer in lieu of the Board of Trade shipping agents.

(*e*) When equipment is being consigned to oversea bases and dockyards in H.M. ships or stores carriers, bills of lading should be prepared in the normal manner and forwarded to the superintending naval store officer of the home dockyard concerned at the same time as the carrier's notes.

6. The procedure as regards bills of lading in connection with consignments shipped at ports abroad is dealt with generally in para. **2496.**

7. *See also* A.P. 830, Chapter 41, regarding general instructions as to addressing and marking.

2485. Special Instructions relating to Explosives.—1. These instructions relate to the 13 groups of government explosives, ammunition, fireworks, &c., detailed in A.P. 1245 (Chap. 3), and also—as regards sea conveyance, stowage in ships, magazine requirements and specifications, &c.—in the Regulations for H.M. Sea Transport Service.

2. Applications for freight from home ports will be prepared in accordance with the instructions contained in para. **2476.**

3. Bills of lading for shipments from home ports will be prepared in accordance with the instructions contained in para. **2484.** If shipment is to be made at Southampton, the bills will be forwarded to the R.A.F. Embarkation Officer, Southampton. If shipment is to be made from London, the bills of lading will be forwarded to the R.A.F. Embarkation Officer, West India Dock, London, E.14, as early as possible, as this officer will be responsible for arranging for loading, magazine accommodation (if required), despatch of bills of lading, &c. If shipment is to be made from any other home port, the bills of lading will be forwarded as directed at the time of shipment. In order that delay in shipment from home ports of arms, ammunition and explosives may be avoided, the collector of customs at the port of shipment will, immediately the allotment of freight is received, be supplied with a certificate that the shipment is on Air Ministry account (details being given of packages, markings, consignee, ship and date of sailing). Certificates will be furnished by No. 1 and No. 2 Maintenance Units in respect of consignments despatched

Digitized by Google

from those units and by the embarkation officer concerned in respect of consignments despatched from other units. Should this certificate not be received by the collector in advance of the arrival of the consignment, he will be entitled to demand the production of a copy of the relative bill of lading, or shipping note, or any other documents relating to the shipment, so that he may be satisfied that the shipment is on government account.

4. Bills of lading will show clearly the actual tonnage (weight or measurement) of the explosives shipped in magazines, and the officer superintending shipment will state what space (outside measurements) was occupied by the magazine. When a magazine is built from deck to deck, the space for the magazine will be calculated on the space between the beams. The bill of lading will be endorsed to show that the magazine is government property, and that, time and other circumstances permitting (*see* clause 8), it will be collected at the port of discharge. If locks, keys, thermometers or any other items of equipment (*see* clause 8A) have been supplied, particulars of these will be endorsed on the bill of lading, which must show that such articles are to be delivered to the government representative attending the discharge of the explosives.

5. No explosives may be shipped unless authorised by Air Ministry or by the air or other officer commanding.

6. Ordinarily, explosives will not be carried in ships conveying inflammable, corrosive, or otherwise dangerous goods, though this is dependent upon the particular ship concerned.

7. Non-explosive stores will not be placed with explosives in a magazine.

8. The Board of Trade shipping agents (for shipments from home ports) or the superintending sea transport officer (for shipments at ports abroad) will select the position of magazines for explosives. Magazines will be constructed by the owners (at public expense) unless otherwise arranged, and such magazines will remain public property, and will be removed on completion of the transit unless circumstances (e.g. the expense for labour of removal exceeding the probable value of materials; or time not permitting the removal) render it desirable for the magazine to be abandoned to the ship. If explosives for other services besides the R.A.F. are shipped in the same magazine, each service will have contributed proportionately to the expense of the magazine according to the quantity shipped, and the service having the greater quantity will usually arrange for the disposal or abandonment of magazines. Before a magazine is abandoned by the R.A.F. the authority of the Air Ministry (for homeward shipments) or the air or other officer commanding and the local representative of the Board of Trade (for shipments discharged at ports abroad) will be obtained.

8A. (*a*) Magazines will be locked by means of strong padlocks of the Yale type, with hasp and staples of galvanised iron or other metal. Abroad, the superintending sea transport officer will ascertain from the consignor whether any such locks and keys are available for issue to a ship, in order to avoid the expense of unnecessary purchases. Should none be available, they will be obtained by local purchase order. When cordite is shipped, thermometers are also required for placing in the cupboard provided in the magazine. The thermometers will be of the usual maximum and minimum type, supplied from public sources.

Digitized by Google

(*b*) After locking a magazine, the consignor's representative will deliver the key to the master of the ship under sealed cover. If cordite is shipped, he will hand the key of the thermometer cupboard to the master under a separate sealed cover.

(*c*) Locks, keys, thermometers and any other item of equipment will in all cases be removed from magazines and retained by the consignee for use with further magazines required to be fitted at government expense.

9. The correct labels (denoting that the package contains government explosive, and giving the classification and group), of the service pattern, must be securely affixed in a convenient position on each package.

10. If any explosives or ammunition are in a doubtful condition, this must be stated on the application for freight as such consignments will be dealt with specially, and may not be shipped under the usual group, classification and conditions.

11. No leaky or badly coopered barrels or defective cases containing explosives will be accepted for shipment: should such be offered, the master of the vessel will report the matter to the officer superintending the loading, and such cases must be put aside in a secure place pending decision as to disposal.

12. The greatest care must be taken in handling all consignments of explosives during transit to ship's side, and in course of loading and stowing. If any carelessness or dangerous handling on the part of labour or crew or other party is observed by the officer superintending shipment the matter will be reported immediately to the responsible party (master, overseer, or police, &c.) for action. Barrels must be carried; on no account should they be rolled.

13. When consignments of R.A.F. explosive arrive on board ship at a port for discharge, an officer will be deputed to board the ship. The officer deputed will for preference be a qualified A or X officer, but when no such officer is available, an officer not so qualified may be deputed, and in this case may, if it is considered that the cargo requires specially qualified supervision, be assisted and advised (but not relieved of responsibility) by a qualified warrant officer or N.C.O. The officer will obtain from the master the key of the magazine and the key of the thermometer cupboard, when such has been provided, and will observe the manner in which the explosives are dealt with, in order that he may call the attention of the ship's officer responsible for the discharge to any improper handling. (This will not relieve the master of the vessel of any of his usual responsibilities in the matter of delivery of explosives.)

14. Usually, magazines will not be opened, nor explosives given "special ammunition stowage" disturbed, before inspection by the R.A.F. officer. If it is found necessary to open magazines, or to "break stowage" of explosives not stowed in a magazine, before the arrival of the R.A.F. officer on board the ship, the master of the vessel is instructed to inform the representative accordingly.

15. Freight will be charged at special rates on the weight or measurement (whichever is greater) of explosives, and the difference between such weight or measurement and the tonnage space regarded as occupied by the magazine will be charged at the rate per ton paid for ordinary stores.

Digitized by Google

16. Explosives returned from abroad will be consigned in every instance to the consignee "c/o the R.A.F. Embarkation Officer, West India Dock, London, E.14," and bills of lading will be made out and forwarded accordingly.

2486. Material Shut Out from Freightships and Hired Transports at Home.—1. In the event of packages or articles being shut out from a freightship to which they have been assigned, expenses incurred in connection with re-allotment will be charged against the owners of the ship if the "shut-out" is due to the fault of the ship.

2. If the consignment is still lying at the consignor unit or depôt at the time notification is received that it cannot be shipped, revised instructions as to forwarding, name of ship, &c., will be issued to the consignor by the Air Ministry.

3. If the consignment is in course of transit, or in dock premises or at the ship's side, the officer or agent responsible for bringing the consignment to the ship's side will notify the Air Ministry of the packages or articles not shipped, and will await fresh instructions as to shipment. (The consignor should also be notified at the same time.)

4. When the officer or agent referred to in clause 3 receives the fresh instructions, he will, if necessary, pass any relative Form 642 (Application for freight) on to any other officer or agent concerned if the shipment is to take place at another port, and inform the carriers or dock authorities, &c., that charges will be paid by the shipowners, if such owners are liable under clause 1.

5. Similar action will be taken in connection with consignments shut out from hired transports, except that shipowners will not ordinarily be liable for expenses referred to in clauses 1 and 4.

6. Fresh bills of lading will not be required when complete consignments are shut out. When consignments are partially shut out, fresh bills of lading will be prepared by the R.A.F. Embarkation Officer, London (in the case of shipments from London), or the R.A.F. Embarkation Officer, Southampton (in the case of Southampton), and by the Air Ministry if shipment is to take place at any other port.

2487. Complete Lists of Shipments (Form 753).—At home:—

(*a*) When vessels sail from London—the R.A.F. Embarkation Officer, West India Dock,

(*b*) When vessels sail from Southampton—the R.A.F. Embarkation Officer, Southampton,

(*c*) When vessels sail from other ports—the Air Ministry (Directorate of Equipment),

will, as early as possible after completion of shipment in each ship, prepare complete lists of shipments on Form 753, and dispose of them as under:—

(i) Retain one copy (in the case of (*a*) and (*b*) above).

(ii) Forward two copies to the Air Ministry (in the case of (*a*) and (*b*) above).

(iii) Forward one copy to the R.A.F. shipping officer, or agent, as appropriate, at the port of discharge.

When shipment is to Iraq, *via* Basrah, however, four copies will be sent to the C.O., Base Supplies and Transport Depôt, Basrah, who will retain one and send two to the C.O., Aircraft Depôt, and the remaining one to the Assistant Director of Supplies and Transport. Except in respect of

Digitized by Google

stores consigned to the Aircraft Depôt, extracts of the form, showing the material shipped to each consignee, will also be sent to the C.O., Base Supplies and Transport Depôt, for distribution by him by local post. When shipments are made to Egypt covering stores consigned to the R.A.F. Depôt, Middle East, an extra copy will be prepared and forwarded to that unit. All forms will be despatched by air mail when such service is available.

2488. Delay in Unloading Ships to be Avoided.—Material arriving in transports or freightships will be unloaded with all practical expedition, without reference to the time (if any) provided for in the charter-party or other engagement. If the master of a transport is requested to do so, he will show the cargo book to the consignee. The consignee is responsible for receiving cargo from freightships during such hours as it is customary for commercial consignees to take delivery, and steps will be taken to ascertain when such cargo is due. If the ship discharges at a government wharf, however, delivery will be made or receipt taken only within the customary government working hours unless otherwise arranged. Usually the ship is not liable for demurrage on tugs, lighters, &c., occasioned by delay in discharging cargo from the hold. If tugs or lighters are required to receive cargo and are not provided, the ship can then discharge such cargo, if the master so desires, into any tugs and lighters which may be available; every effort must be made to avoid this, as it usually means that extra expense is incurred.

2489. Civilian Labour for Loading or Unloading Hired Transports.—Civilian labour may be hired for loading or unloading material into or from hired transports; every care will be taken to ensure that the work will be completed within the time fixed for the stay of the ship in port.

2490. Responsibility for Unloading Ships.—Before unloading material of an exceptionally heavy or bulky nature (e.g. aircraft or M.T. vehicles), the air force officer at the port of discharge will ascertain who is liable for unloading from the ship. Usually, this is made clear in the terms of the bill of lading; if no clause regarding unloading appears, the ship would ordinarily be liable for discharging, except where hired transports are concerned (*see* para. **2489**). If the shipowner is liable, all work required to be done by the R.A.F. will be at the shipowner's risk and expense, and the master will be so informed in writing. Notification will also be sent to the Air Ministry and the Director of Sea Transport, Board of Trade, a copy of the letter given to the master being attached.

2491. Liability for Damage and/or Loss.—1. When material is shipped on government bills of lading (Form 738), the shipowner is not liable for losses and/or damages to such material arising from—

(*a*) the working and leaking of the ship, unless there is proof of improper stowage or deficient dunnage;

(*b*) indifferent packages;

(*c*) stress of weather;
(as it would be an underwriter's loss if the cargo were insured);

(*d*) cargo carried at owner's risk on deck;
(so far as damage is concerned. If not delivered, the shipowner will remain liable, unless any explanation furnished by the ship as to non-delivery is accepted as absolving the ship from liability).

Digitized by Google

2. Shipowners are liable for losses of, and for damages to, government material shipped on government bills of lading (Form 738) which arise from bursting or cracking of casks or cases, or other severe external damage caused by bad stowage, or rough or careless handling, and for wilful damage or depredation. Unless special freight rates are arranged, the limit of the claim for any one package is fixed at £100.

3. Claims are governed by the terms of the Carriage of Goods by Sea Act, 1924, under which suit must be brought in disputed cases within 12 months of delivery of the consignment. In these circumstances, full particulars of claims must be given to the Air Ministry as early as possible, and in any event the information must be available in the Air Ministry within eight months of the arrival of the ship. (*See also* para. **2494** as to notification of loss and/or damage.)

2492. Damaged Cargo—Examination.—1. If, on delivery, any packages or loose articles appear to be externally damaged or show any signs of having been tampered with, the attention of the master of the ship or of his officer or agent will immediately be called to the circumstance, and the packages (which will not in any circumstances be rejected) will be set aside. These packages will be examined at once by an officer or board of officers in the presence of the master or of his representative, and an agreement must be arrived at between the officers and the representative of the ship as to the extent of the damages and/or deficiencies; particulars of the external damage, and of the damage to, or deficiencies in, the contents as above agreed will be recorded on the bill of lading. Sufficient details will be given in order that the value of the deficiencies may be assessed at the Air Ministry.

2. The master or ship's agent is entitled to see damaged packages opened before they are removed from the place of delivery and to agree as to damages and deficiencies of contents. If the damage or deficiency cannot be ascertained without removal of the package for technical examination, notice in writing should be given before, or at the time of, removal stating—

(*a*) that the package is damaged, and
(*b*) calling upon the ship's agent to attend a survey on the contents.

If such packages are removed without such notice in writing, any claim which the Air Ministry might otherwise have had is vitiated.

3. If the ship's agent agrees to some procedure other than that laid down above, such agreement will be obtained in writing for production when required. The ship's agent is responsible for cargo, and he should give written consent to the removal of packages or articles for technical examination.

4. The bill of lading will be returned to the master or his representative immediately the extent of damage or deficiency has been ascertained and agreed upon.

2493. Receipts on Bills of Lading.—1. An officer or other person who may be sent to supervise the discharge of material from a ship will take with him a copy of the bills of lading, and Form 753 if they have been received: if a copy of the bills of lading is not available he will ascertain

Digitized by Google

that there are no bills of lading on board addressed to the consignee and will then ask the master to produce his copies and will take a copy thereof. He will also inspect the cargo book showing how the cargo has been stowed in the vessel.

2. The ship (i.e. master, officer or agents) is entitled to a receipt immediately her responsibility ceases, which is at the time of delivery of the stores, as shown by the delivery clause on the bill of lading or, in the absence of such clause, in accordance with the custom of the port. (Usually the ship's liability ceases as soon as packages or articles are put into lighters or landed on quays. The liability of lighterage contractors while the stores are in their custody must be provided for in their terms of contract.) Any failure to give such receipts may make it impossible to maintain a claim against the ship for losses or damage.

3. A careful tally will be kept of the several packages and loose articles as they are delivered by the ship, and their external condition will be observed.

4. An agreement must be arrived at daily with the ship as to the number of packages and loose articles delivered on each day, and as to their external condition, and a receipt in accordance therewith must be given daily to the ship for stores delivered. This receipt will be limited to the number of packages received and their condition, i.e. it will state merely the number received in external good order and condition, and the number damaged.

5. When daily receipts have been given during a ship's off-loading, which will be the normal procedure, the final receipt given on the bills of lading must agree with the sum of the daily receipts. The bill of lading to be receipted is the master's copy, which will be returned to the master, or in his absence handed to the ship's agents at the port as soon as possible after the ship has completed discharge, for transmission to the owners.

6. Each bill of lading must be separately receipted for the stores shown thereon.

7. All receipts will be legibly written in ink or typewritten and signed in ink by an officer. They will always specify in what external condition packages were when received, i.e. in external good order and condition, or damaged.

8. Receipts on bills of lading must include the date of the ship's arrival, date of commencement of delivery, date of final delivery of stores, whether lighterage was performed or not, and if so whether performed by the ship or arranged and paid for locally by the R.A.F. and date on which the receipt is signed.

9. A clean receipt will be given if the packages and loose articles are delivered externally in good condition. Removal of the goods by the consignee without notice of loss or damage is *prima facie* evidence of proper delivery of the goods by the ship. Any damages or deficiencies discovered in the contents of the packages will be dealt with as losses or discrepancies in transit, under the procedure laid down in A.P. 830.

10. Shipowners can be held liable for loose articles and packages not delivered, or damaged, or deficient, or otherwise not in the condition in

Digitized by Google

which they were when shipped. The receipt will, therefore, be given as indicated below.

"Received the packages shown on this bill of lading in external good order and condition without prejudice to non-apparent loss or damage as mentioned in Art. 3, para. 6, of the rules contained in the Schedule to Carriage of Goods by Sea Act, 1924.

Vessel arrived .....
Vessel commenced delivery .....
Vessel completed delivery .....
Signature .....
Date ....."

The above constitutes a "clean receipt."

11. When a clean receipt cannot be given, the words "except as follows" will be added after "1924" in clause 10 and the necessary particulars shown, as:—

"Case (or bale, &c.) No.....damaged (the nature of the damage being stated)
deficiencies.....
Case (or bale, &c.) No. ..... not delivered."

12. (*a*) The deficiencies will be shown separately against each damaged package from which they are deficient, and not grouped together.

(*b*) If cement or similar consignments are delivered in bags or casks, the loss from each damaged bag or cask will be stated, e.g.:—

1 cask head off, weight when received .. .. .. lb.
deficiency .. .. lb.
1 cask, staves broken, weight when received .. .. lb.
deficiency .. .. lb.

or 1 bag torn, or burst, &c.—similar particulars being given so as to show clearly the damage and loss from each article.

(*c*) When delivery is by quantity, e.g. coal, steps must be taken to ascertain the weight taken from hold and passed over the ship's side, any shortage in weight received being clearly stated, e.g.:—

Weight shipped .. .. tons.
Weight received from ship .. .. tons.
Deficiency not received .. .. tons.

(*d*) A shipping company will not admit liability for losses from drums unless there is evidence that the losses were the result of bad stowage or careless handling whilst the drums were in the custody of the company. The fact that a drum is dented or leaking is not of itself sufficient to sustain a claim. It is, therefore, essential when deficiencies are discovered to give particulars of the deficiencies and to describe in detail the damage to the containers, e.g. piercing or holing of drums, burst seams, damaged bungs or caps.

13. Under the provisions of the Carriage of Goods by Sea Act, 1924, delivery of a package in good external condition does not necessarily relieve a carrier of responsibility if, on opening the package, the contents are found to be deficient or damaged. Notice of such loss or damage should, therefore, always be given to the carrier or his agent, and, whenever possible, within three days of the removal of the goods into the custody of the consignee. If notice of non-apparent loss or damage is not

Digitized by Google

given within three days, the onus of proof shifts from the carrier to the Air Ministry (*see* clause 9). If the deficiencies cannot be stated at the time the receipt is given on the bill of lading, a remark will be made thereon against any package shown as damaged, &c., to the effect that particulars of damages and/or deficiencies will be communicated later. The particulars will be those agreed under para. **2492,** clause 2, and will be given in writing to the master or ship's agents.

14. The particulars in clauses 10 to 13 are all that are required and all that should appear on a receipted bill of lading, as any other notations are not only unnecessary, but confusing. Statements of the cash value of losses and/or damages must not appear in the receipt.

15. When spirits or other liquors in casks are received, a certificate of the gauge will be annexed.

16. The receipted master's copy of the bill of lading is returned to the Director of Sea Transport eventually by the owners of the ship, and when the receipt on such bills shows damage and/or deficiency, the copies are forwarded to the Air Ministry for assessment of the value of the loss or damage.

2494. Damaged Cargo—Notification of.—1. When a receipt has been given on a bill of lading for packages or articles which either have been received damaged or are not delivered, the officer signing the receipt will forward at once to the Air Ministry a copy of the actual wording of the receipt, and furnish any other details that may be necessary to make the matter clear in the event of the possibility of dispute arising, and also to enable the value of the loss or damage to be assessed in the Air Ministry.

2. If an embarkation or other officer, not the final consignee, signs such receipt, he will also send to the consignee a copy of the notification sent to the Air Ministry, so that the consignee may put forward the discrepancy report required by A.P. 830.

3. When freight is arranged between commands abroad, and payment of freight is made locally, the report of damage called for in clause 1 will be sent to the consignor for action instead of to the Air Ministry.

2495. Notification of Cargo Discharged from Hired Transports.—When cargo is shipped in hired transports, a copy of the receipted bill of lading must be forwarded to the Air Ministry for all shipments, whether outward, homeward, or between ports abroad. This will be forwarded by the consignee or officer receiving the stores to the Air Ministry as early as possible after the vessel has completed discharge, in order that full information may be available as to whether any claim has, or has not, to be made against the hire charge for the ship, and delay in settlement of such hire charge avoided.

2496. Material Shipped at Ports Abroad.—1. The general procedure for applying for freight will be in accordance with instructions to be issued by the air or other officer commanding, after consultation with the local representative of the Director of Sea Transport (i.e. the sea transport officer or superintending sea transport officer).

2. The procedure for delivering stores to the ship will be in accordance with instructions given for each consignment by the officer appointed by the air or other officer commanding to carry out such duties.

3. Bills of lading will be prepared on Form 738, whenever applicable, and commercial bills of lading will only be used when authorised by the local representative of the Director of Sea Transport.

Digitized by Google

4. When consignments are despatched to home ports, one stamped and 2 unstamped copies will be despatched to the R.A.F. Embarkation Officer, West India Dock, London, E.14, except when the shipment is to Southampton, when such copies will be despatched to the R.A.F. Embarkation Officer, 3, Queen's Terrace, Southampton. (The embarkation officer will subsequently forward one unstamped copy to the Air Ministry duly endorsed to show the condition of packages when received.) Form 757, showing particulars and contents of packages, will accompany the stamped bill of lading for customs purposes.

5. Shipments to Southampton will be consigned "c/o the R.A.F. Embarkation Officer, 3, Queen's Terrace, Southampton."

6. Shipments to all other home ports will be consigned "c/o the R.A.F. Embarkation Officer, West India Dock, London, E.14."

7. The names and addresses of the ultimate consignees will be given in the main column of the bill of lading, so that no difficulty in disposing of the packages arises.

8. All bills of lading and Forms 757 despatched will be forwarded by the fastest route. If they cannot arrive at the port of discharge before the ship, they should be placed in an addressed envelope and handed to the master of the ship before the ship sails for delivery by him to the consignee or other officer concerned. A message stating that this has been done should be sent to the consignee or other officer concerned.

9. The number of copies of bills of lading to be prepared will follow the lines laid down in para. **2484**, subject to such modification as local conditions may render necessary, and to clause 4 above.

10. The particulars as to tonnage shipped, description of articles, dangerous stores, explosives, &c., will comply with the general instructions given in this section.

11. Bills of lading and Forms 757 must be prepared for all packages or articles shipped, whether in freightships, hired transports, or store carriers.

12. Bills of lading must always show a consignee at the port at which the consignment is to be discharged. If the ultimate consignee is inland, and will not be able to proceed to the port to receive the stores, arrangements must be made for an agent at the port to receive the goods, and to forward them on to the consignee.

2496A. Material Despatched from Commands Abroad by G.P.O. Parcel Service.—To facilitate clearance through customs on arrival in the United Kingdom, the customs declaration should be endorsed "Certified R.A.F. stores of British manufacture which have not undergone any process of repair, manufacture, renovation, alteration or addition whilst abroad" if applicable.

2497. Return of Shipments from Abroad (Form 1072).—1. The air or other officer commanding abroad will despatch by the 7th of each month a return in duplicate on Form 1072 showing all material shipped from any port within the command during the preceding month.

2. In the "Remarks" column of this form, information will be given as to any freight recoverable from an individual or from another government or department.

Digitized by Google

3. Where payment of freight on particular consignments has to be made abroad (and not in London), the amount (and if paid, the date of payment) will also be shown.

2498. General Average.—1. In the event of general average arising on freightships conveying baggage or air force material (either outward, homeward or inter-command), shipped on bills of lading on which payment of freight is due to be made in England by the Assistant Secretary for Finance, Board of Trade, the value of stores for general average purposes will be furnished by the Air Ministry to the Board of Trade.

2. Consignors and consignees are to refrain from supplying such information to shipping companies or their agents or to average adjusters.

3. Bonds are not to be signed or deposits paid on baggage or material which are the subject of general average, as the owners of British ships have no lien on such consignments, and cannot detain them. This is without prejudice to a claim for general average. (*See* Regulations for H.M. Sea Transport Service.)

4. When freight is paid abroad, the local representative of the Director of Sea Transport will issue any instructions as to general average.

2499. Customs Charges etc. at Home.—1. Any duty imposed on material purchased abroad will be paid by the Air Ministry.

2. Charges for customs' attendance and labour in connection with the examination of material will be accepted against public funds if the charges are incurred in connection with authorised movements at public expense. (As regards baggage, *see* para. **3134,** clause 1.)

3. When material is despatched to Northern Ireland, Customs Form C. No. 126 (Sale), obtainable from the Air Ministry, will be completed by the consignor and despatched to the customs officer at the port from which the material is to be shipped.

4. Particulars of dutiable articles of baggage will be published in A.M.Os. from time to time.

5. *See also* paras. **1050, 2496** and **2500** as regards the clearance through home ports of material and baggage returned from abroad.

2500. Baggage Sent Home as Cargo.—1. To facilitate clearance through customs of baggage, furniture, etc., and of packages of personal effects shipped at ports abroad to London (or other home ports except Southampton), lists of contents should be prepared on Form **757**, and in addition Customs and Excise Notice No. 2B and, if any articles are liable to duty, Customs and Excise Form C. No. 104, should be completed by the owners. The Customs and Excise forms should be supplied to the individuals concerned at the time embarkation orders are issued, and the issuing authority responsible for ensuring completion of the forms should despatch them, together with Forms **757** and any keys (number to be stated) required for opening locked packages, to the R.A.F. Embarkation Officer, West India Dock, London, E.14; forms and keys should be despatched by registered post before the ship sails. Notice No. 2B should give the description of the agent who will clear the articles through customs. The address to be given on the form should be that to which the articles are to be despatched. If keys are not required for opening packages, an endorsement to this effect should be inserted. If the baggage is packed after the owner has left the command, an endorse-

Digitized by Google

ment to this effect should appear on the form, in lieu of the declaration by the owner.

2. If the port of discharge is Southampton, the Forms 757, Customs and Excise Notice No. 2B and Form C. No. 104, and keys should be forwarded to the R.A.F. Embarkation Officer, Southampton.

3. For procedure as regards similar packages forwarded on transports, *see* para. **1050.**.

4. Expenditure incurred as a result of non-compliance with these instructions (e.g. warehouse rent) will not be accepted as a public liability.

2501. Packing of Baggage to be Shipped in Cargo Boats.—When instructions are issued that baggage should be forwarded by a cargo boat, packages such as tin trunks, portmanteaux, valises, &c., which are liable to damage in handling or pilferage because of weakness of fastenings, should be securely packed in wooden cases or other securely fastened containers. Any extra charges made by shippers on account of non-compliance with these instructions by individual officers will be borne by the officers concerned.

2502. Baggage in Excess of Entitlement.—1. If shipped in hired transports, the surplus may be regarded as indulgence baggage.

2. If shipped in cargo boats, the extra freight and incidental expenses should be recovered from the individual concerned before the packages are shipped, a note as to where recovery of such expenses will appear being made on the return rendered under para. **2497.**

2503. Insurance of Baggage.—This charge is not met from public funds. Attention is drawn to para. **3139.**

2504. Shore Services.—At home, these will be paid by the Air Ministry. Abroad they will be paid by the accountant officer carrying out headquarter services (*see also* para. **2453,** clause 3 (*c*)).

2505. Payment for Freight.—1. Unless otherwise contracted for, all payments to owners of freightships for conveyance from the British Islands of air force material are made in England by the Director of Sea Transport on behalf of the Air Ministry. Freight for material is normally credited in full to the owner of a freightship on shipment, adjustment being made subsequently if the receipted copy of the bill of lading (*see* paras. **2493** and **2494**) is returned endorsed showing losses and/or damages.

2. Payment for homeward conveyance to the British Islands of personnel and material in freightships will be made as follows:—

(*a*) When the rates are in local currency, payment will be made abroad in such currency (or its equivalent sterling) when a saving will be effected by doing so.

(*b*) If conveyance is effected under the Regulations for H.M. Sea Transport Service, an advance of two-thirds of the freight, or such other amount as the representative of the Director of Sea Transport may decide, may be made locally if desired by the shipowner.

(*c*) When the freight amounts to £30 or over, the whole should in no case be paid on shipment; an advance may, however, be made as in (*b*).

Digitized by Google

3. Freight for the conveyance of material between ports abroad will be paid in accordance with the terms of the engagement entered into by the sea transport officer.

4. All payments for transports will be made by the Assistant Secretary for Finance, Board of Trade.

2506. Shipment and Landing of Air Forces and Material on Active Service.—1. In the event of operations being undertaken which involve the use of sea transport the Director of Sea Transport, Board of Trade, will be responsible for the provision of shipping for air force personnel and material and for victualling and supplying hammocks and bedding for personnel. He will also be responsible for the provision of lighters, boats and tugs for landing purposes.

2. The R.N. will be responsible for the safe conduct of all forces and stores embarked for operations abroad from the moment they leave harbour until they pass within the local defences of the port of arrival, or are landed at their destination if no such defences exist. All necessary arrangements, therefore, as to routeing and escorting vessels containing personnel and material in war time will be made by the Admiralty.

3. An air force officer with a suitable staff will be appointed to superintend the arrangements for the embarkation of air force personnel and the loading of material at each port and his duties will include the following:—

(*a*) The provision of guides to conduct units, drafts or convoys to their proper berths.

(*b*) The provision of emergency accommodation near the docks in case of delay in embarkation.

(*c*) Keeping quays and sheds near to berths clear of air force material until ship is ready to receive it.

(*d*) Loading all material in correct sequence and ensuring that what is required first on disembarkation is loaded last.

(*e*) The provision of correct nominal rolls of personnel and complete lists of shipment of material or bills of lading for use on board and on disembarkation.

4. The control of disembarking and landing air force personnel and material whether alongside piers or wharves or on a beach will rest entirely with the R.N. if the port of arrival or the beach is within the sphere of tactical operations, but if it is not or if the port of arrival or beach ceases to be within such sphere the control of the above operations will be with or pass to the Director of Sea Transport.

5. Whichever authority is in control in accordance with clause 4 will also be responsible for the berthing of all ships, lighters, tugs, boats and landing craft, but will consider the convenience of the R.A.F. in making dispositions. Where the R.N. is responsible for disembarkations and landings, that service will have full control of a beach up to high-water mark and of such other portions of the beach and of such piers and wharves as are considered necessary to enable them to exercise control. Within these limits air force officers will carry out all instructions issued by the naval authorities.

Digitized by Google

6. If the operations involve the combined use of naval, military and air forces the division of duties laid down in clauses 1 to 4 may require alteration to suit special circumstances. If extra labour is required to supplement ships' crews in disembarking and unloading air force personnel and material the R.A.F. will ensure the provision of all that is required, but all questions as to enrolling labour for this purpose will be first discussed between the services concerned, and common action decided upon.

7. If piers or wharves are to be provided or built for a beach landing these will be provided or built by the Army, if the Army are taking part in the operations; otherwise it will be for the R.A.F. to make suitable provision.

8. For the purpose of disembarkation an air force officer with a suitable staff will be appointed to carry out the instructions of the naval or Board of Trade authorities as appropriate. His duties and responsibilities will include the following:—

(*a*) Supervision of all arrangements for landing air force personnel and material.

(*b*) The checking of all material over the side of a ship. The responsibility of the ship ends when the material is over the ship's side.

(*c*) The provision of guides to conduct units or parties clear of the landing place to their appointed collecting places.

(*d*) Removing all material as landed to appointed depôts so as to prevent congestion at the landing place.

9. For the purpose of checking material over the ship's side as in clause 8 (*b*) above, the checker will be provided with a copy of the bill of lading or complete list of shipment as in clause 3 (*e*). If lighters are to be used for landing the material, he will take with him boat notes in which he will note down in duplicate the materials placed in each lighter. When the loading of a lighter has been completed, he will hand over the original boat note to the person in charge of the lighter, retaining the duplicate note in the book. When the lighter reaches the landing place, the original boat note will be handed to the officer receiving the material or to the person detailed by him for that purpose.

10. If more than one lighter is loaded at the ship's side at the same time a subordinate will be provided to carry out the procedure in clause 8 in respect of each lighter.

11. When material is being shipped, boat notes will accompany each lighter, and the subordinate on board the vessel will check them with the person detailed for the purpose by the master, in order that the latter may be satisfied as to their correctness, and may acknowledge receipt of the material.

12. An officer shipping or receiving material will open an abstract for each ship, in which he will enter daily from the boat notes the quantities shipped or landed. When the loading or discharging is finished, the totals of the abstract should correspond with the bills of lading or complete lists of shipment.

Digitized by Google

CHAPTER XXXII.

CLOTHING, CLOTHING ALLOWANCE, KIT ALLOWANCE, ACCOUTREMENTS, ARMS, KITS AND EFFECTS.

SECTION I.—CLOTHING GENERALLY.

2525. Regulations for Accounting not Given.—The regulations contained in this chapter do not give accounting instructions, which are contained in A.P. 830. Scales of clothing, &c., are also contained in that publication.

2526. Airman's Clothing and Accoutrements—Free on Entry.—1. Every airman, on final acceptance for regular air force service, will receive a free issue of personal clothing and necessaries, and accoutrements. The initial outfit of personal clothing and necessaries will always consist of new articles.

2. Razors, tooth-brushes and hair combs are not supplied as part of this initial outfit, but an allowance of one shilling and sixpence towards the cost of these items will be credited to the account of each recruit in the pay ledger and issued concurrently with the first issue of pay. A similar allowance will be issued to reservists joining on mobilization.

2527. Clothing of Soldier Personnel Attached to the R.A.F.—Regulations regarding the clothing of all soldier personnel attached to the R.A.F. for service in Iraq or Aden are contained in A.P. 830.

2528. Issue of Public Clothing to Airmen.—1. In addition to the free issue of personal clothing and necessaries, every airman, on acceptance for regular air force service, will receive a free issue of a greatcoat and such special articles of working clothing as are prescribed for his trade. New articles of public clothing will not be issued if part-worn articles of suitable size are available. Additional articles of clothing to supplement the kit of an apprentice or a boy entrant will be provided for use until he is mustered as an airman, when they will be returned to store.

2. In the case of an airman proceeding to India, the articles of public clothing referred to in clause 1, with the exception of the greatcoat, will be returned to store prior to embarkation and brought on ledger charge. On arrival in India, issue will be made in accordance with the scales authorised by the Indian Government.

3. An airman pilot or observer may be issued with flying clothing for his personal use under the same conditions as for an officer (*see* para. **2570**).

4. Public clothing will not be issued on repayment.

5. Where an article of public clothing can be dispensed with owing to the issue of other protective garments (e.g. combination suits where another garment (or garments) is supplied) such article may be withdrawn from the airman concerned notwithstanding that entitlement may be sanctioned under a general scale.

Digitized by Google

6. Combination suits where authorised by a general scale will, subject to clause 5, be issued in addition to other items.

2529. Public and Personal Clothing—Distinction.—1. Public clothing comprises all articles referred to in Sections 22 A to J, A.P. 1086, provided for the use of officers and airmen, except articles (detailed in the personal clothing scales) which have been issued free initially, or purchased and maintained out of the quarterly clothing allowance. The greatcoat, however, is an article of public clothing notwithstanding that it is maintained, but not replaced, out of the quarterly clothing allowance.

2. Public clothing, except as provided in clause 3, is issued to an airman on personal loan for his own use: the airman becomes the custodian of all such articles.

3. Certain articles of public clothing are not regarded as a personal issue, but are issued to the officer in charge of a flight or section for collective use within his command, and that officer remains responsible for them.

4. With the exception of the greatcoat (as to which *see* para. **2583**), public clothing is maintained and replaced at the public expense in respect of repairs, renewals and replacements which are necessary as the result of fair usage, or of losses for which the custodian is not held responsible. An article of public clothing replaced at the expense of an officer or airman to make good loss or damage not due to fair wear and tear does not thereby become personal property.

5. Public clothing requiring replacement through wear and tear will be returned to store, and the new article will be demanded, on the appropriate forms.

6. An airman has not an absolute right of property in the personal clothing issued to him, or purchased by him within the scales of kit which he is required to maintain, and such clothing may not be sold to any civilian, or disposed of except as provided for in these regulations, or in any other orders which may from time to time be issued by the Air Council.

2530. *Deleted.*

2531. Change of Scale on Change of Station.—When the posting of an airman involves an alteration in the scale of clothing applicable to him, the clothing in his possession will be adjusted accordingly by free issue of articles where this is provided by regulation, or otherwise by the purchase of articles out of his clothing allowance. Any articles which he possesses and which are not included in the scale applicable to his new station, he may dispose of under the arrangements referred to in para. **2589** (*see* para. **2585**, clause 3, as to an airman who has not become entitled to the first credit of the allowance, and para. **2588** as to an advance of clothing allowance where purchases are heavy).

2532. Transfer of Public Clothing and Accoutrements.—1. An airman will take with him on transfer between units, both at home and abroad, the public clothing and accoutrements enumerated in A.P. 830. (*See also* para. **2528** as to flying clothing.)

Digitized by Google

2. Public clothing which is on the charge of the officer commanding the flight or section will be returned to that officer before the airman leaves the station (*see* para. **2428** as to clearance certificates and para. **2529** as to responsibility for such clothing).

2533. Airmen Proceeding to India.—1. Immediately on receipt of orders to prepare a draft for service in India, the C.O. of the unit will forward to the Director of Inspection, India Store Department, on the forms provided by him for the purpose, demands for the numbers of pith hats and khaki drill suits of the sizes required, on the scale of one pith hat and one suit for each airman. When garments of out-sizes are required, special size rolls, in duplicate, will accompany the demands.

2. Suits and pith hats should only be demanded for the probable number of airmen embarking, and any change or variation in numbers or sizes arising between the date of submission of the demands and that of embarkation will be promptly notified by telegram to the Superintendent. Demands for chevrons and badges of rank required by warrant and non-commissioned officers for wear with the khaki suits will also be furnished to the Superintendent, who will forward these articles to the C.O. at the same time as the suits are issued. It is necessary that the khaki drill suits and pith hats should be received by the airmen in time to allow the fitting and marking of garments to be carried out before embarkation. If any pith hats and khaki drill suits surplus to requirements remain on charge at the end of the trooping season, such surplus articles, being the property of the India Office, will be returned to the India Store Department.

3. The pith hat and khaki drill suit issued to the airman before embarkation, will form part of his new scale of clothing for wear after disembarkation. Two further khaki drill suits and a Wolseley helmet will be issued to all airmen after arrival in India from home. Any charges to be made against airmen in respect of these issues or of those made before embarkation will be made in India.

2534. Garments Outgrown.—1. An apprentice or a boy entrant who has outgrown any articles of uniform clothing before receiving his first credit of quarterly clothing allowance will receive new garments free in replacement. Otherwise, where the air or other officer commanding is satisfied that a new issue has become necessary from this cause, and that every care was taken in fitting the articles in the first instance, the value of the articles requiring replacement will be assessed by the C.O. and will be credited to the airman, the new articles required being issued on repayment. The garments outgrown will be sold for the benefit of the public.

2. If an apprentice or a boy entrant has outgrown his greatcoat, alterations may be made at public expense, provided that economy will be effected by having the alterations made instead of issuing a replacement from stock.

2535. Remustering, Promotion or Reduction—Change of Uniform.—1. The alterations necessary in an airman's uniform on promotion or reduction will be made at public expense, and half the value of any new personal clothing which is necessarily required owing to difference

Digitized by Google

of pattern or scale, but not merely owing to change of station, will be credited to him immediately his promotion or reduction is notified in the unit casualty form.

2. Chevrons and badges which are required to be added to an airman's uniform on remustering, reclassification, appointment, or promotion, or on the award of G.C. badges will be supplied free in the first instance.

3. An airman appointed to an acting rank will continue to wear the uniform of his substantive rank with the addition of the necessary rank badges, which will be supplied as directed in clause 2.

2536. Airmen's Kits—Issue and Upkeep.—The officer in charge of a flight or section is responsible that the airmen in the flight or section are equipped with all clothing, necessaries and accoutrements to which they are entitled on first entry or subsequently, and that the airmen maintain their kits according to scale and fit for service. He will prepare monthly a collective demand on the equipment officer for articles of personal clothing and necessaries required by each of his airmen on repayment. He will also witness issues, and arrange for fitting and marking of clothing, etc., or directed in A.P. 830, Vol. I.

2537. Identity Discs.—The identity discs prepared for an airman on attestation, in accordance with para. **2104,** will consist of one No. 1 (green) disc, which will be suspended from the cord worn round the neck, and one No. 2 (red) disc, suspended from No. 1 (green) disc.

2538. *Deleted.*

2539. Airmen Unfit to Wear Service Boots.—1. When an airman is unable, through wounds or other causes, to wear service boots, an application (accompanied by the airman's Form 200) giving the following information will be made to the air or other officer commanding:—

(*a*) Whether the airman is recommended for retention in the service.

(*b*) Medical officer's certificate showing—

(i) particulars of disability.

(ii) whether disability is permanent or temporary.

(iii) whether the issue of the special boots will render the airman capable of performing the normal duties of his rank and trade.

(*c*) Estimated cost of provision under local arrangements.

2. *Deleted.*

3. On receipt of the necessary authority, the C.O. will place the order for the boots, which should conform as nearly as possible to the service pattern, and he will satisfy himself that they are in all respects suitable before they are accepted. The airman concerned will be charged the current vocabulary rate for ankle boots.

Digitized by Google

4. A report stating the cost involved in each issue will be made to the Air Ministry.

5. When renewal of the boots is necessary, application will be made as in clause 1.

6. This para. does not apply to "surgical" boots, which will be issued in accordance with A.P. 1269. *See also* para. **1661.**

2540. Active Service.—1. When an airman proceeds on active service under conditions in which the quarterly clothing allowance has been suspended his personal clothing and necessaries will be adjusted to the scale laid down for the war area.

2. Clothing within the peace scale but in excess of the war scale will be handed into store as public property. No compensation will be made to the airman.

3. Free haircutting and washing and mending of underclothing and the necessary renewals of clothing will be allowed to airmen on active service.

4. When an airman returns from active service for further service elsewhere, his kit will be completed free of charge to the peace scale appropriate to the station at which such service will commence.

5. A notice will be published in the casualty form stating the date on which he is re-kitted under clause 4, and the date on which he becomes eligible for clothing allowance under para. **2583,** clause 12.

2541. Prevention of Loss.—1. A C.O. is responsible for the issue of such orders as will give the greatest measure of protection against losses from airmen's kits. These orders will provide for the following:—

(*a*) The prevention of unauthorised persons from entering the barrack rooms while the airmen are absent from them.

(*b*) The posting up in each barrack room of a notice (Form 3968) concerning losses of kits.

2. A C.O. will take steps to cultivate among the airmen under his command such a spirit of comradeship as will produce a sense of honour and instil in each a respect for another's property.

2542. Action when Losses Occur.—1. If an airman loses arms, accoutrements, public or personal clothing or necessaries, in his possession he will be held financially responsible for the cost of replacing the articles lost unless it is clearly shown that the loss was not occasioned, or contributed to, by any negligence or other fault on his part. This condition must be fulfilled even if the loss is also proved to be due to the negligence or other offence of some other responsible person, or to theft, or involves a presumption of theft.

2. If it is shown that the loss is due to negligence or other fault both of the airman and of some other person, and it is decided that such other person should pay part of the cost of replacement, the airman will be held responsible for the balance of the cost.

3. The question of responsibility of a N.C.O. or other person in charge of the barrack room will be fully investigated by the C.O. whenever an alleged theft from an airman is brought to notice.

Digitized by Google

4. The offence of losing by neglect, or making away with arms, accoutrements, public and personal clothing or necessaries will be dealt with by taking prompt disciplinary action under Sections 46 and 138 (4), Air Force Act, where the circumstances justify such action (*see* para. **2420** as to procedure for charging for losses).

5. A court of inquiry should not be held into minor losses of an airman's clothing or necessaries unless the C.O. is satisfied that the matter cannot be properly disposed of by ordinary investigation.

6*. When a C.O. is satisfied that an airman's personal clothing or necessaries have been lost or damaged in circumstances beyond the airman's control and not owing to theft or to wear and tear consequent on inclement weather, attendance in camps or other service exigencies, he may authorise a credit or repairs to an extent of 5*s.* an article, but not exceeding £2 for the unit on any one occasion. In other circumstances or if the cost exceeds this sum the matter will be submitted to the air or other officer commanding, who will deal with it in accordance with para. **1332,** writing off the sum involved (subject to clauses 1, 2 and 7) if it is within his financial powers as laid down in Appendix VI. Credit will not normally be allowed in respect of loss or damage arising from any of the ordinarily insurable risks of civil life. (*See* para. **2631** as to the duty of airmen to insure and para. **2545,** clause 6, as to replacement of articles unserviceable owing to inferior material or workmanship.)

7*. When it is decided that the value of lost or damaged clothing or necessaries belonging to an airman shall be charged against the public the airman will be credited with the unexpired wear value of the lost or damaged articles (such value being assessed locally) and charged with the value of replacements.

8*. Loss of, or damage to, arms, accoutrements, or public clothing in the possession of an airman will be dealt with under the procedure laid down in para. **1332,** subject to clauses 1 and 2 above.

2543. *Deleted.*

2544. Marking of Clothing, &c.—1. The personal clothing, necessaries and accoutrements of an airman will be plainly and permanently marked, before they are issued from store, as detailed in A.P. 830.

2. When an airman purchases articles of clothing and necessaries at an auction, or by private treaty from a comrade, the officer in charge of his flight or section will be responsible that the official number of the previous owner is obliterated, and that of the new owner substituted.

3. Public clothing on the personal charge of airmen will be marked in the same way as personal clothing and be retained by the same individual until worn out, or required to be returned to store under the regulations contained in this chapter.

2545. Upkeep and Inspection of Kits.—1. The officer in charge of a flight or section will inspect the kit of every airman (exclusive of apprentices and boy entrants) below the rank of warrant officer under his

* Clauses 6 and 7 apply only where the quarterly clothing allowance is in issue. Clause 8 applies to the loss of, or damage to, personal clothing and necessaries in the possession of an airman where the quarterly clothing allowance has been suspended.

Digitized by Google

command at least once a quarter. Kits of apprentices and boy entrants should be inspected at least once a month. The C.O., having in view the regulations contained in para. **2541,** will, however, give such directions as he may consider necessary for kit inspections to be held more frequently and at irregular intervals, and particularly when an airman is posted to another unit. (*See also* para. **2600.**)

2. At kit inspections the officer in charge of a flight or section will pay attention to the following points:—

(*a*) That personal clothing, necessaries and accoutrements are correct and complete according to scale.

(*b*) That personal clothing, necessaries and accoutrements are properly marked in accordance with para. **2544.**

(*c*) That public clothing on an airman's charge is correct and is not being improperly or unfairly used.

(*d*) That an airman is not in possession of personal and public clothing and necessaries which do not bear his official number.

(*e*) That garments and boots are not being allowed to fall into disrepair.

(*f*) That bedding is complete and clean.

(*g*) That orders, decorations and medals, including medal ribbons on jackets, the silver rosette and oak leaf emblem and bars to medals, are correct (*see* Chapter VI, Section III).

3. The officer in charge of a flight or section may order an airman to replace any garment within the scale which he considers to be no longer fit for wear or which has been lost or made away with. He will, however, bear in mind the airman's position, and if the airman has entered the last year of his service, replacements will be confined to essential garments only.

4. Every endeavour will be made to replace at once articles which have been lost or made away with, or which have become unserviceable, so that charges may not be accumulated.

5. When an airman requires, at frequent intervals, replacements of clothing or necessaries on repayment, without evidence of an offence having been committed, the case will be fully investigated before further issues are made.

6. When within one month from the date of issue, an article of clothing or necessaries has become unserviceable, owing, in the opinion of the C.O., to inferior material or workmanship, the article may be exchanged free on the authority of the air or other officer commanding.

2546. Haircutting.—The C.O. of a station will make the best and most economical arrangements possible for the airmen's haircutting. Charges for haircutting will be paid by individuals and will not be made in the pay ledger. *See* para. **2540,** clause 3, as to active service.

2547. Washing and Mending of Underclothing.—1. Underclothing will be changed at least once every week. Officers in charge of flights and sections will be responsible that this is done and that arrangements are made whereby clothes are properly dried and aired. This is particularly important as regards apprentices, boy entrants and other young airmen, who will be directed to report immediately if their clothes or bedclothes appear to be damp.

Digitized by Google

2. All expenses incurred in the washing and mending of underclothing belonging to airmen will be chargeable against them, and will be arranged for as follows:—

(*a*) The airman may elect to do his own washing and repairing; or

(*b*) Arrangements will be made for the washing and repairing of his underclothing collectively with that of other airmen in his unit and the cost of such washing and repairing will be defrayed by a uniform weekly charge to be paid by the airmen concerned.

3. The C.O. of the station is responsible that the necessary arrangements under clause 2 (*b*) are made in one or other of the following ways:—

(*a*) By contract with a public laundry which undertakes to deal with both washing and repairing at so much an article or a bundle of airmen's washing.

(*b*) By arrangement with private individuals (e.g. married airmen's wives) willing to undertake the work.

(*c*) By contract in respect of the washing alone, and by the employment of hired female civilian labour for the repair work.

(*d*) By air force laundries in accordance with A.P. 830.

4. The equipment officer will hold materials required for the repair of airmen's underclothing. The materials will be issued as required, and as a repayment charge to the person or persons undertaking the repair work, but the equipment officer will ensure that the quantities issued are reasonable in comparison with the work to be performed, and that excessive issues do not take place. Worn-out necessaries, if available and required for patching, may also be issued on repayment by the equipment officer and will be charged for at the contract rate in force at the station for airmen's worn-out articles of the same description.

5. When issue is made to a contractor he must pay before delivery, and his cheque and the repayment issue voucher endorsed "issued on sale" will be passed to the accountant officer, who will bring the amount to account in his monthly cash account.

6. When arrangements are made under clause 3 (*a*) or (*b*) the laundry bills will be paid by the accountant officer and the airmen's accounts debited in the pay ledger. A nominal roll of airmen showing the amount due from each will be supplied to the accountant officer.

7. When arrangements are made under clause 3 (*c*) an estimate of the probable average weekly cost will be made monthly in advance by the C.O. and the airman concerned will be debited in the pay ledger with the weekly rate fixed for the month. The accountant officer will pay the contract bills for the washing. The officer supervising the hired female labour is responsible to the C.O. for the correct expenditure on female labour, materials for repair, &c., from the money received from the accountant officer. This subsidiary account will be regarded as a non-public account.

8. The weekly stoppage against an airman will be the amount actually charged by the contractor and no percentages for departmental expenses will be added thereto. It may be recorded in the pay ledger by one entry of the total for each month.

Digitized by Google

2548 and **2549.** *Deleted.*

2550. Use of Unserviceable Greatcoats by Airmen Employed on Certain Duties at Home.—1. With a view to preserving the greatcoat allowed on the airman's clothing scale, unserviceable greatcoats which accumulate at units after survey will be used by personnel when employed on duties that would cause abnormal wear to, or would damage, the one greatcoat in their possession. Particular care will be taken to ensure that issues are made only where the nature of the duties performed warrants such issues and where a definite preservation of the better greatcoat will result.

2 and 3. *Deleted.*

4. Unserviceable greatcoats will be issued accordingly, at the discretion of C.Os. If there are not sufficient unserviceable greatcoats available to meet requirements, further quantities will be demanded as necessary from "A" Maintenance Unit, from which unit supply will be made as far as stocks allow.

5. Chevrons and rank or distinguishing badges which are required to be worn on unserviceable greatcoats will be provided free.

2551. Disposal of Unserviceable Clothing.—No contract for the disposal of unserviceable clothing is placed by the Air Ministry in respect of stations abroad. Unserviceable personal clothing, which may be handed in by airmen, may be sold locally under station arrangements, and the proceeds of such sales will be credited to station institute funds for the general benefit (except as provided in para. **2553** and A.P. 830, Vol. I). Unserviceable public clothing will be disposed of by local contracts to be arranged as and when necessary by command headquarters unless, having regard to the condition of the articles, freightage and home contract rates, it is considered that more advantage to the public would be derived by its being sent home for sale.

2552. Disposal of Unserviceable Clothing to Contractors.—1. C.Os. of units will bear in mind the advantage to be derived both to the public and to the airmen by the sale of unserviceable clothing. They will accordingly issue directions for the collection of worn-out garments for sale as directed in A.P. 830.

2. At home, contracts for the disposal of unserviceable personal clothing and necessaries and public clothing are placed by the Air Ministry and notified from time to time in A.M.Os. C.Os. of units will ensure that worn-out garments for disposal under this procedure are collected systematically.

3. Badges, buckles, buttons and waist hooks may be removed and retained by airmen prior to handing garments into store for sale: they will always be removed before personal or public clothing is sold abroad.

4. Public clothing returned to store which, in the opinion of the equipment officer, is unserviceable will not be disposed of to a contractor until it has been conditioned and passed as unserviceable by a board of survey held in accordance with the provisions of A.P. 830, Vol. I.

Digitized by Google

2553. Discharges and Transfers to the Reserve—Treatment of Airmen as regards Personal Clothing and Necessaries.—1. As regards personal clothing and necessaries and plain clothes, airmen discharged or transferred to the reserve will be dealt with as laid down in this para. and in para. **2554,** according to the cause of their discharge or transfer as recorded on their certificate of service. Airmen discharged and immediately re-attested will, however, retain the personal clothing and necessaries in their possession.

2. Except as is otherwise provided in clauses 3 and 4 of this para., airmen on discharge or transfer to the reserve may retain their necessaries and any of the following articles of clothing in their possession—boots; trousers, service dress; trousers, khaki drill. The balance of the personal clothing in their possession will be sold and the airman's account will be credited with the proceeds of the sale. If the airman so desires the articles which he is entitled to take away may be disposed of in a similar manner. (*See* para. **2552** as to disposal by sale.)

3. In the following cases, airmen will be allowed to retain their necessaries (if worn) and one pair of ankle boots. The remainder of the personal clothing will, if unworn, be returned to store for reissue, but if worn will be sold and the proceeds credited to the public. This procedure will apply to airmen discharged—

	Para.
(*a*) By purchase, where purchase is claimed under Section 81, Air Force Act, within 3 months of attestation. Other discharges by purchase will be dealt with under clause 2. Recruits who purchase discharge before receiving a free kit will not be entitled to the kit nor to any allowance in lieu, or to any compensation for using plain clothes.	**652** (5)
(*b*) With ignominy	**652** (6)
(*c*) For misconduct	**652** (7)
(*d*) *Deleted.*	
(*e*) For irregular enlistment	**652** (12)
(*f*) Having been claimed for wife desertion	**652** (16)
(*g*) Having given a false answer on attestation	**652** (17)
(*h*) Having made a misstatement on enlistment	**652** (18)
(*i*) *Deleted.*	
(*j*) Services no longer required (where gratuity is withheld).	**652** (22)
(*k*) Airmen relegated to the reserve for an offence on enlistment.	

4. In the following cases airmen will not retain any of their personal clothing or necessaries. All such articles in their possession will be sold. The proceeds from the sale of personal clothing will be credited to the public: the proceeds from the sale of necessaries will be credited to the airman's non-effective account administered by a committee of adjustment under paras. **2603** to **2607** and will be applied by them in accordance with

Digitized by Google

the Regimental Debts Act and the regulations made thereunder. This clause will apply to airmen discharged—

	Para.
(*a*) having been sentenced to penal servitude	**652** (9)
(*b*) having been convicted by the civil power of felony	**652** (8)
(*c*) retransferred to the reserve after conviction for improper enlistment, or	
(*d*) having been declared deserters	**652**(22)(*c*)

5. An airman discharged before having received a complete outfit of personal clothing and necessaries will not be entitled to the articles unissued or to any allowance in lieu thereof. Free issues of personal clothing or necessaries to personnel subsequent to application for their discharge will not be admissible unless the unissued articles are considered essential for the performance of their duties.

2554. Plain Clothes and Plain Clothes Allowance.—1. It is normally the duty of the airman to make his own arrangements for the provision of plain clothes on discharge or transfer to the reserve (*see* para. **2587,** clause 9, as to the responsibility of the C.O. in this respect and as to expenditure from quarterly clothing allowance during the last three quarters prior to discharge or transfer).

2. Subject to the exceptions in clause 3, an allowance towards the provision of plain clothes will be credited to the accounts of airmen on their discharge or transfer to the reserve and issued to them in connection with the final settlement of their accounts. The rates of allowance will be published from time to time in A.M.Os.

3. Plain clothes allowance will not be credited to an airman discharged or transferred to the reserve in the circumstances detailed in para. **2553,** clauses 3 and 4, or if he is immediately re-attested, or to an airman discharged on appointment to a commission or cadetship (para. **652,** clause 14) or on having been claimed as an apprentice (para. **652,** clause 15).

4. Airmen who so desire may be supplied on repayment with a suit of plain clothes (including cap, collar and tie) and/or a civilian greatcoat.

5. In addition to the issue of plain clothes allowance, airmen invalided (para. **652,** clause 4 or 25) will receive a free issue of a civilian greatcoat if the discharge takes place between 1st October and 31st March, or if they are proceeding on leave between those dates prior to discharge. If invalided at any other time of the year they will be given a civilian greatcoat free, if not in possession of one, where the medical board recommends the issue.

6. Where in exceptional circumstances an airman due for discharge or transfer to the reserve is not in possession of plain clothes or of sufficient funds to purchase them he may be supplied with a suit (including cap, collar and tie). If discharge or transfer takes place between 1st October and 31st March, and the issue is recommended by the medical officer who examines the airman prior to discharge or transfer, a civilian greatcoat may also be supplied. The vocabulary price of the clothing will be charged against the airman's account and any debtor balance caused thereby will be dealt with in the usual manner (*see* paras. **43** and **2810**).

7. *See* para. **2555** as to supply of plain clothes to airmen discharged after detention or imprisonment.

Digitized by Google

2555. Plain Clothes—Method of Supply to Airmen Discharged after Imprisonment.—1. An airman released from a detention barrack or air force prison who does not return to duty will be supplied with plain clothes by the detention barrack or prison authorities. If an airman is returned to his unit before discharge he will receive plain clothes from his C.O. A suit of plain clothes will be provided for an airman taken to a civil prison (unless taken to a convict prison to undergo penal servitude). The value of the plain clothes will be charged against the airman's account as laid down in para. **2554,** clause 6. If the airman returns to duty, the escort which conducts him back to his unit will also bring back his plain clothes, which will be retained for future issue, the sum previously charged against him being credited to his account.

2. Normally plain clothes will be demanded by the unit from No. 1 Maintenance Unit and despatched direct from the maintenance unit to the prison, a formal receipt being obtained; but in emergency they may be purchased locally by the detention barracks or by the air force prison authorities or by C.Os. Demands will show the articles required, sizes of the articles, and the date of discharge of the airman or airmen concerned.

3. The cost of suits provided locally, which will not exceed the rates laid down in A.P. 1086, will be charged against the public through the cash account, the charge being supported by the receipted bill or a certificate that the articles have been taken on charge. The certificate should state the period of the account in which articles will be found on charge, and the number of the voucher.

4. Plain clothes supplied to airmen in these circumstances will include, in addition to the jacket, waistcoat and trousers, a cap, collar and tie.

2556. Public Clothing, Arms and Accoutrements on Discharge.—The public clothing (excluding one greatcoat) and also the arms and accoutrements in possession of an airman about to be discharged or transferred to the reserve, will be withdrawn from him and taken into store, subject to the provisions of para. **2557,** prior to his proceeding to No. 1 R.A.F. Depôt or other discharge unit. Any loss or damage, other than that due to fair wear and tear, will be assessed at the time when the articles are returned: the airman will then be brought before the C.O., who, if the circumstances require it, will deal with the case under Section 138, Air Force Act.

2557. Clothing to be Retained on Proceeding for Discharge.—1. An airman proceeding to No. 1 R.A.F. Depôt, or other discharge unit for discharge or transfer to the reserve will take with him only such articles as he will require for use until he leaves the service, together with those articles which he is entitled, and wishes, to retain on discharge. The remainder of his clothing and necessaries will be disposed of as directed in paras. **2553** and **2554** before he leaves his unit: the articles which he takes with him and does not retain on leaving the service will be disposed of at the Depôt, or other discharge unit in a similar manner.

2. The clothing and necessaries surplus to requirements of an airman proceeding from India for discharge, or transfer to the reserve, will be disposed of under Indian arrangements.

Digitized by Google

3. A C.O. will ensure that the garments which an airman retains for use until he is discharged or transferred to the reserve are in a sufficiently good condition to admit of the airman's appearance being such as will not bring discredit on the service.

2558. Absentees and Deserters.—1. As soon as it is known that an airman has absented himself without leave, his arms, clothing, necessaries and accoutrements will at once be placed in safe custody and an inventory of the articles will be taken as soon as practicable.

2. If the airman becomes a deserter (as defined in para. **1323**), the articles which were not forthcoming when the inventory was taken will be declared deficient in accordance with the finding of the court of inquiry.

3. When an airman has been declared, by a court of inquiry held under para. **1323**, to be a deserter, his kit and all other effects will be taken in hand for disposal by a committee of adjustment. (*See* paras. **2603** and **2605**.)

4. Detailed regulations regarding the disposal of a deserter's clothing, arms and accoutrements are contained in A.P. 830, Vol. I. If a deserter does not return within six months the C.O. will dispose of the personal clothing and necessaries without further reference to a committee of adjustment (*see* para. **2810** for the final clearance of a deserter's non-effective account).

2559. Fraudulently Enlisted Airmen.—1. An airman discovered to have fraudulently enlisted will be charged with the value of his public clothing deficient on desertion, or for the free kit of necessaries obtained by fraudulent enlistment, only in the circumstances provided for in para. **1268**.

2. If the airman is not already in receipt of quarterly clothing allowance at the time of detection, his first allowance will be credited on the fourth clothing quarter day following the date of fraudulent enlistment. If already drawing the allowance he will continue to draw it quarterly without adjustment, subject to the deduction laid down in para. **2583**, clause 2. If he has not received any kit allowance the first quarterly kit allowance will be credited on completion of three months' service from the date of his fraudulent enlistment and the remaining three instalments of the allowance at quarterly intervals thereafter. If the airman had previously received one, two or three credits of kit allowance, no further credit of the allowance will be made until the completion of six, nine or twelve months' service respectively from the date of his fraudulent enlistment. In no circumstances will an airman receive more than four quarterly credits of kit allowance.

3. Any personal clothing and necessaries which he may have left behind on desertion will be sold and the proceeds disposed of as laid down in A.P. 830, Vol. I, if this has not already been done.

4. The disposal of personal clothing and necessaries and the issue of plain clothes in respect of airmen relegated to the reserve, or convicted of improper enlistment and retransferred to the reserve, will be dealt with as laid down in para. **2554**. (*See also* para. **1268**.)

5. A man belonging to the Navy or Army who is found to have improperly enlisted in the R.A.F. will not be required to pay for items of personal clothing issued from air force sources. If he is relegated to his former service he will be allowed to retain any personal clothing and

Digitized by Google

necessaries which may be of use to him in the service to which he is sent. The remainder will be sold and the proceeds credited to his account.

2560. Rejoined Deserters.—1. An airman, on rejoining from desertion, will be charged with the value of public clothing, arms and accoutrements, stores, &c., lost on desertion, only in the circumstances provided for in para. **1269.**

2. *Deleted.*

3. The clothing and necessaries of a rejoined deserter will be dealt with as laid down in A.P. 830, Vol. I. Clothing allowance will be credited in accordance with (*a*) or (*b*) below:—

(*a*) If a clothing allowance has been drawn before desertion, the airman will be credited with a fresh allowance as from the first day of the quarter in which he recommences his service (unless he has already received the allowance for that quarter) subject to the deduction laid down in para. **2583,** clause 2. He will pay for any articles required to complete his scale of clothing and necessaries. Should the allowance be insufficient he will be placed under stoppage of pay for the balance.

(*b*) If the airman rejoins before any clothing allowance has been drawn, his personal clothing will be completed free to the authorised scale. His kit of necessaries will be completed at his own expense. The first quarterly clothing allowance will be credited on the fourth clothing quarter day following the date of recommencement of service. If he has not received any kit allowance, the first quarterly kit allowance will be credited on completion of three months' service from the date of rejoining and the remaining three instalments of the allowance at quarterly intervals thereafter. If the airman has previously received one, two or three credits of kit allowance, no further credit of the allowance will be made until the completion of six, nine, or twelve months' service respectively from the date of rejoining. In no circumstances will an airman receive more than four quarterly credits of kit allowance.

2561. Airmen Committed to Prison.—1. An airman committed to an air force, military or civil prison who is not to be discharged on release, will take with him uniform clothing (including combination suits), accoutrements and accessories complete to scale. The procedure laid down in para. **2562,** clauses 2, 3, 5, 6 and 7, for airmen committed to detention barracks will be followed. Any articles not required by the airman for use in prison will be stored at the prison and issued to him on his release.

2. If an airman is to be discharged on release all items of public and personal clothing, with the exception of one pair of boots, will be brought back by the escort and taken into store at the unit (or at No. 1 R.A.F. Depôt if the airman is sent home from abroad): if, however, special prison pattern garments are not available for wear in the prison, the airman will be left in possession of one complete suit of service dress (cap, jacket, trousers or pantaloons and puttees, and boots), two combination suits and necessaries, for use while in prison. In the latter event, the C.O. of the unit or C.O. of the Depôt, as appropriate, will arrange with the commandant of the prison for the return of the articles (except necessaries and one pair of boots, which may be retained by the airman) on the airman's discharge.

Digitized by Google

3. An airman sent home from abroad who is to be discharged on release from prison will embark in possession of service dress uniform, combination suits, necessaries and such other articles (including kit-bag) as are considered by the C.O. concerned to be essential for use on the voyage and during imprisonment. Any articles not in the airman's possession which are essential for use during detention pending embarkation, or on the voyage, or while in prison, will be supplied on repayment as laid down in para. **2562,** clause 2. On arrival at the prison the airman's clothing will be dealt with as in clause 2.

4. Any replacements which may be required during imprisonment will be made by the unit or by No. 1 R.A.F. Depôt, at the public expense.

5. The clothing and necessaries of an airman on discharge following release from prison will be disposed of as laid down in para. **2553.**

6. No working clothing other than combination suits will be taken to prison by an airman.

2562. Airmen Committed to Detention Barracks.—1. An airman committed to a detention barrack will be clothed and equipped as follows:—

(*a*) If he is to return to duty on the completion of his sentence, he will take with him his full kit of uniform clothing and necessaries (including accoutrements and combination suits) complete to scale, but not arms.

(*b*) If he is to be discharged on the completion of his sentence or if discharge is to be or has been applied for, or if there is any uncertainty as to discharge, he will take with him only such articles of clothing and necessaries (including combination suits) as are essential for use during detention. He will not take arms or accoutrements.

2. Subject to clause 4, if the airman is not in possession of any articles of uniform clothing or necessaries, the articles required to bring his kit complete to scale will be issued to him by his unit on repayment and the cost debited against his account in the pay ledger. Any debtor balance on discharge which may arise through the airman not having sufficient funds will be dealt with as laid down in para. **2810.**

3. When an airman under sentence is sent home from abroad for detention, the C.O. of the unit will be responsible that (subject to clause 4) any articles of uniform clothing or necessaries required to complete the airman's kit to scale and any additional articles (including kitbags) required during the voyage, are issued to him on repayment under the procedure laid down in clause 2.

4. The issue of clothing, &c., to an airman who is to be discharged on termination of his detention, or whose discharge is to be or has been applied for, or about whose retention in the service there is any uncertainty, will be limited to such articles as are essential for use during detention (or during the voyage home and detention): if available, part-worn serviceable articles will be issued.

5. The O.C. troops on board a transport will be responsible that the kit of an airman sent home for detention is placed in proper custody and that only the articles actually required for use are left in the airman's possession.

Digitized by Google

6. An inventory in duplicate on Form 20 will accompany an airman under sentence: one copy duly signed by the commandant of the detention barrack will be brought back by the escort to the unit (or to No. 1 R.A.F. Depôt for an airman sent home from abroad). If clause 1 (*b*) applies, Form 20 will be endorsed "Discharge is under consideration," &c., as applicable.

7. Any replacements which may be required during detention will be made by the airman's unit (or by No. 1 R.A.F. Depôt for airmen sent home from abroad) and charged against the airman as laid down in clause 2. Part-worn articles may be used.

8. The clothing and necessaries of an airman discharged from a detention barrack will be dealt with as laid down in para. **2553.**

9. No working clothing other than combination suits will be taken by an airman to a detention barrack.

2563. Issues to Sports Clubs.—The issue of clothing and necessaries to sports clubs, whether free, on loan or on repayment, is forbidden.

2564. Airmen Attached to the Army and Soldiers Attached to the R.A.F.—1. When accidental damage occurs to the clothing or equipment of an airman attached to the Army or of a soldier attached to the R.A.F., each service will bear its own losses and expenses provided it is clear that the charge should fall on the public (*see* para. **2542**), without regard to the question of departmental responsibility for the accident. No claims will therefore be preferred against the Army in respect of such damage, nor will claims be accepted from the Army on account of similar damage in respect of soldiers attached to the R.A.F.

2. The value of any clothing issued from air force stores to Army personnel on discharge from air force detention barracks or prisons will, however, be reclaimed from the Army in the usual way.

2565. Airmen's Arms and Accoutrements.—1. Units will maintain, during peace, arms and accoutrements to the authorised scale, as laid down in A.P. 830, for their full peace establishment of airmen together with two per cent. reserve.

2. Rifles, pistols, revolvers and bayonets will be regarded as unit equipment, i.e. they will not be transferred with the airman, but will be accounted for on inventories and loan cards as articles in use. Accoutrements will be regarded as personal equipment, i.e. they will be issued to the airman and will be transferred with him during his service in the R.A.F. with the exceptions laid down in A.P. 830.

3. In units abroad a rifle will be allotted by unit number to each airman covered by the authorised scale, and this allotment will not be altered whilst he is serving in the unit. In units at home, rifles will be kept in store, except a minimum of 20 rifles in each unit reserved for the use of guards, for training and emergencies.

4. (*a*) At home and abroad, rifles not in use by guards are to be safeguarded either by (i) keeping the bolts separately under lock and key, or (ii) keeping the rifles assembled in racks or cupboards adequately secured. The numbers issued and the method of safeguarding adopted are at the discretion and responsibility of the air or other officer commanding, in accordance with the situation at the particular unit concerned.

Digitized by Google

(*b*) Pistols and revolvers not in use are to be kept in lock-up racks or cupboards in armouries.

(*c*) In units at home, rifles and other small arms, except those used for guards, training, and emergencies, are to be greased and kept under storage conditions in accordance with Leaflet F3, Vol. II, A.P. 830. Where storage in barrack rooms is resorted to, due care will be taken that the arrangements made are such as to preclude any necessity for increasing the personnel required for safeguarding the premises.

5. Complete units proceeding to India will take with them the scale of arms and accoutrements, less reserve, which will be returned to No. 1 Maintenance Unit before embarkation. In the absence of special instructions from the Air Ministry or the Government of India, drafts and details will proceed to or return from India unarmed, but will take the articles of accoutrements authorised by A.P. 830. Unserviceable articles will always be replaced before embarkation.

2566. Automatic Pistols.—1. Every officer of the general duties, equipment, accountant, medical and dental branches and every commissioned engineer, signals and armament officer must be in possession of a service type of pistol or revolver throughout his period of service on the active list and will be held personally responsible that he is so equipped. Every such officer, subject to clause 2, will be entitled to be issued, on demand to No. 1 Maintenance Unit, with one Colt automatic pistol (.455") or pistol revolver No. 2 Mark 1 (.38") for his personal use during that period.

2. The following must be in possession of and maintain their own service type of pistol or revolver:—

(*a*) Officers attached or seconded from the Navy or Army.

(*b*) Officers of the general duties, equipment and accountant branches commissioned before 8th June, 1923.

(*See* Appendix VII as to the purchase or acquisition of firearms by such officers.)

3. Pistols and revolvers held by officers may at the discretion of C.Os. be handed over to the unit or station armoury for safe custody whilst the officers are on the strength of the unit. In order to ensure that no officer leaves a unit without his pistol or revolver, he will be required to endorse his clearance certificate to the effect that he is in possession of one or other of these weapons.

2567. Binoculars.—C.Os. of units will demand and hold only such numbers of binoculars as are within the approved scales.

2568. *Deleted.*

2569. Prepayment Issues to Officers.—1. Articles of clothing of airmen's pattern (except articles the pattern of which differs from that laid down for officers in A.P. 1358) and necessaries may be issued to officers on prepayment, provided the quantities required are not in excess of their personal needs. Officers serving overseas may also be permitted to take up on prepayment barathea of warrant officers' pattern, greatcoat cloth of officers' pattern, officers' pattern buttons and buckles

Digitized by Google

and ranking braid for making up service dress uniforms, the quantities being limited to their individual requirements.

2. Officers proceeding overseas to countries where tropical clothing is worn and officers serving in such countries may take up on prepayment airmen's pattern tropical clothing, including frocks of warrant officers' pattern.

3. Except as provided in clauses 1 and 2, an officer will not be permitted to take up on prepayment—

(*a*) material and clothing of officers' or warrant officers' pattern;

(*b*) public clothing, including civilian clothing for discharged airmen, flying clothing and working clothing.

4. Payment will be made by the officer by cash or cheque to the accountant officer of the unit in accordance with the procedure laid down in A.P. 830, Vol. I.

2570. Public Clothing for Officers.—1. The articles of public clothing specified in A.P. 830 may be issued, where necessary, to an officer for his personal use.

2. When any article of public clothing is issued for the personal use of an officer, it will remain on his personal charge and will be taken with him on change of station, except that the articles of public clothing held on charge in excess of the authorised scale for an officer proceeding to India will be returned to store prior to his embarkation and brought on ledger charge.

3. When an officer dies, or retires, or for any other reason ceases to belong to the active list, or is placed on half-pay, or is seconded, the public clothing in his possession will be withdrawn and returned to store. If it is found that any article is missing or damaged otherwise than by fair wear and tear, the amount of the loss or damage will be assessed and charged against him if it can be shown that such loss or damage was attributable to him.

4. An officer of the general duties branch up to and including the rank of wing commander, who is fit for any flying duties, will be in possession of a complete set of flying clothing. He may, however, provide himself with articles of private flying clothing in lieu of similar articles of service pattern if he prefers to do so and if his C.O. considers the private articles satisfactory (*see* para. **2639,** clause 2, as to indemnification).

2571. Special Lenses for Goggles.—1. A medical officer, when he considers that an officer or airman engaged on flying duties and suffering from defective vision requires correcting lenses in his goggles, will forward, through the C.O. of the unit, a recommendation to that effect to the competent medical authority. That authority will cause the officer or airman, if serving at home, to be examined at an ophthalmic centre, and abroad, will take such action as he considers advisable. An officer or airman instructed to attend at an ophthalmic centre should take with him his flying helmet and oxygen mask. He should also have these items with him when he attends at the contractor's premises.

2. The prescription prepared by the ophthalmic centre will bear the official number and rank of the officer or airman, together with the name and address of the unit, and will be taken by him to the contractor. A

Digitized by Google

duplicate will accompany the demand from the ophthalmic centre on "A" Maintenance Sub-Unit, and a further copy will be placed in the medical history envelope (Form 48) of the officer or airman concerned.

3. "A" Maintenance Sub-Unit will place an order for the supply and fitting of the goggles with correcting lenses. On completion they will be despatched by the contractor direct to the officer or airman concerned.

4. When replacement of broken lenses is necessary, the demand on Form 600, stating the name of the officer or airman for whom they are required, will be submitted to the air or other officer commanding for approval.

5. The lenses will be retained by the officer or airman concerned as a personal issue during the remainder of his service.

2572. Officer's Camp Kit—Free Issue in Kind.—1. A free issue in kind of the articles of camp kit detailed in A.P. 1358, Appendix I, Table A (9), will be made to the following, subject to the conditions in clause 2 :—

(*a*) Officers appointed to permanent or short service commissions in the general duties, equipment or accountant branch.

(*b*) Officers appointed to permanent commissions as commissioned engineer, signals, armament, photography or physical training officers.

(*c*) Officers appointed to commissions in the medical or dental branch.

(*d*) Chaplains.

(*e*) Officers of the Reserve of Air Force Officers, the Auxiliary Air Force or the R.A.F. Volunteer Reserve, officers specially commissioned or re-employed as officers, or any person commissioned during a national emergency.

(*f*) Members of the Princess Mary's R.A.F. Nursing Service.

2. (*a*) Officers referred to in clause 1 (*a*), (*b*), (*c*) and (*d*) are entitled to an issue on appointment provided that—

(i) they have not previously held commissions in H.M. forces;

(ii) camp kit (or an allowance in lieu) has not at any time been received;

(iii) a certificate, countersigned by the applicant's C.O. testifying to (i) and (ii), is submitted with the demand to No. 25 Maintenance Unit.

(*b*) The classes entitled under clause 1 (*e*) will be eligible for an issue in kind on appointment provided that an issue in kind (or an allowance in lieu) has not been received within 15 years preceding the date of being called out for service, re-employed, or commissioned, as the case may be. Officers of the Reserve of Air Force Officers who have received an issue in kind (or an allowance in lieu), and at the date of calling out had served continuously on regular and reserve commissions and were eligible for a retaining fee, are not entitled to a further issue. A certificate, countersigned by the applicant's C.O., stating that he is eligible for an issue in accordance with the conditions stated above will invariably be required from an officer who claims an issue of camp kit.

Digitized by Google

(*c*) Members of the Princess Mary's R.A.F. Nursing Service will be entitled to a free issue on the first occasion on which they are posted overseas, provided that they have not already received a free issue in kind or a money allowance in lieu. A certificate, countersigned by the matron, to the effect that the member has not previously received camp kit in kind (or a money allowance in lieu) must be submitted with the demand to No. 25 Maintenance Unit.

3. The kit will be maintained at the expense of the owners.

4. If, for service reasons, issue in kind cannot be made, officers eligible under the conditions set forth in clause 2 may receive an allowance in lieu, the amount of which will be decided by the Air Ministry and promulgated in A.M.Os. The cost of the blankets which will be issued from stock is excluded from this allowance.

5. If, for any reason, an officer on probation is not confirmed in rank, the R.A.F. unit concerned will ascertain from No. 25 Maintenance Unit whether camp kit (or an allowance in lieu) has been issued and if so will arrange for the camp kit to be returned to store and notify No. 25 Maintenance Unit accordingly. When a camp kit has been issued, or a money allowance in lieu paid, to the officer the value of the camp kit (vocabulary price plus departmental expenses), if not returned, or the amount of the allowance paid to the officer, will be deducted from any sums due to the officer. If he has died and there is a claim for negligent loss of or damage to the camp kit (or for any recovery of allowance if the camp kit has not been acquired), the claim will be notified by the unit to the committee of adjustment on Form 894 (particulars of non-effective account), accompanied by supporting vouchers on Form 664B or 1680.

SECTION II.—QUARTERLY CLOTHING ALLOWANCE (INCLUDING KIT ALLOWANCE).

2583. Quarterly Clothing Allowance (including Kit Allowance).—1. Every airman, except when the allowance has been suspended during active service under Air Ministry authority, will be required to keep his personal clothing, greatcoat or greatcoats, and necessaries up to scale and in good condition: for this purpose he will be credited in the pay ledger, quarterly in advance on 1st January, 1st April, 1st July and 1st October with a quarterly clothing allowance at the rates published from time to time in A.M.Os., unless he is serving in India when the scale will be that fixed by the Indian Government. Special rates of clothing allowance for airmen on motor boats at home will be issuable only to airmen mustered as motor boat crew, irrespective of their employment, and to other airmen who may be employed on motor boats provided they are borne on the authorised establishment of a motor boat. If any doubt exists as to the airman's entitlement to the special rate of clothing allowance, the matter should be referred to the Air Ministry.

2. A deduction of one-ninetieth (1/90th) of the quarterly rate will be made for each day during a quarter on which an airman who is in receipt of clothing allowance for that quarter is absent from duty through being in a service hospital for any cause or through absence without leave, desertion or imprisonment. This deduction will not, however, apply

Digitized by Google

to an airman in camp sick quarters, sick at his home or in civil hospitals, or in custody awaiting trial. In the case of an airman undergoing detention, the deduction (as from the date of committal) will be made only when there is uncertainty about his retention in the service. In the event of his subsequently being held to serve, the allowance so deducted will be credited to his account. No deductions will be made in respect of warrant officers and warrant officers, 2nd class, to whom free issues of hospital clothing or necessaries are not admissible.

3. The allowance credited to an airman's account quarterly in advance will not be amended under the provisions of clause 2, but the deductions required will be effected by means of debit entries to the airman's account in the pay ledger. When a deduction is due for a full quarter the amount debited will be limited to the quarterly allowance already credited for the particular quarter.

4. The first credit of the allowance will not become due until the fourth clothing quarter-day, following the date of the airman's enlistment (*see* para. **2560** as to rejoined deserters).

5. From the quarterly allowance the airman is expected to defray the cost of haircutting, washing of underclothing and repairs. In order to meet past expenditure on this account a quarterly kit allowance will, subject to clause 7, be credited to the account of every airman on the day on which he completes three months' service and further quarterly kit allowances on the dates on which he completes six, nine and twelve months' service. The allowance will thereafter be merged in the clothing allowance. The rate of kit allowance will be published from time to time in A.M.Os.

6. When a deduction under clause 2 is made from the clothing allowance of an airman in hospital, a special daily rate of one penny for each day in hospital will be credited to cover incidental expenses, e.g. haircutting, washing of underclothing, wear and tear of such items of the airman's kit as are taken to hospital for his personal use, &c.

7. An airman who is discharged or transferred to the reserve, or who dies, deserts or is declared illegally absent before he completes twelve months' service will be credited with a due proportion of the quarterly kit allowance to which he would otherwise have become entitled, calculated at the rate of one ninety-first part of that allowance for each day's service during the quarter in which discharge, &c., takes place.

8. An airman due for discharge or transfer to the reserve, who re-engages without a break in his service, and who under the provisions of para. **2584,** has not been credited with clothing allowance for the quarter in which his discharge, &c., was due, will be credited with the allowance for that quarter as soon as his re-engagement has been approved.

9. An airman who re-enlists after a distinct break in his service and an airman who rejoins from the reserve will receive his first credit of clothing allowance on the fourth clothing quarter-day following the date of re-enlistment or of rejoining for regular air force service, as appropriate.

10. On re-enlistment, when his service is continuous, an airman will be credited with clothing allowance for the quarter in which his

Digitized by Google

discharge took place, and will afterwards continue to receive the allowance quarterly. *See* para. **2559** as to fraudulent re-enlistment.

11. If, owing to uncertainty as to the date of discharge, clothing allowance is withheld, under para. **2584,** from an airman sent home from abroad (except India) for discharge on account of medical unfitness, it will, if subsequently admissible, be issued by the accountant officer into whose payment he is transferred.

12. The regulations governing the issue of the quarterly clothing allowance on active service are contained in A.P. 830. When an airman who has been on active service in an area where clothing allowance has been suspended, returns for further service elsewhere, he will be credited with quarterly clothing allowance as from the third clothing quarter-day following the completion of his kit to peace scale. To cover the cost of haircutting, and of washing, renewal and repair of clothing and necessaries from the date of being re-kitted to the date from which he becomes entitled to clothing allowance, the airman's account will, at the expiration of three months and again at the expiration of six months from the date of being re-kitted, be credited with quarterly kit allowance.

13. Soldiers transferred to the R.A.F. should be treated for clothing purposes in the same manner as recruits.

2584. Quarterly Clothing Allowance—When to Cease.—1. Except as provided in clause 2, quarterly clothing allowance will not be credited to an airman on the quarter-day preceding the date on which it is probable that his discharge, or transfer or retransfer to the reserve, will occur. If, however, the discharge, transfer or retransfer is delayed until the following quarter he will be credited with the allowance for the quarter in which his discharge, transfer or retransfer was due, subject to any deductions under para. **2583,** clause 2.

2. An airman who enlists, or who re-enlists after a distinct break in his service, or who rejoins from the reserve on the first day of a quarter and who is discharged or transferred or retransferred to the reserve on the last day of a quarter will be credited with the allowance for the final quarter on the quarter-day preceding discharge, transfer or retransfer. If discharge, or transfer or retransfer to the reserve, is delayed until the following quarter the allowance will be credited for the last completed quarter only, unless the whole of that quarter was spent in hospital.

3. If an airman purchases his discharge during a quarter in respect of which clothing allowance has not been withheld under clause 1, his account will be debited with the value of clothing allowance over-issued at the rate of one-ninetieth (1/90th) of the quarterly rate for each day of the period from the day following discharge to the end of the quarter inclusive. If an airman undergoing imprisonment is discharged during the quarter in respect of which he has been credited with clothing allowance, his account will be debited from the date of committal to the end of the quarter inclusive. In other cases of unexpected discharge the full allowance for the quarter of discharge will, if credited, be allowed to stand subject to any deduction under para. **2583,** clause 2.

4. An airman will cease to draw the quarterly clothing allowance when he proceeds on active service in an area or under conditions in

Digitized by Google

which the Air Ministry has instructed that the allowance shall be suspended. (*See* para. **2540.**)

2585. Change of Station.—1. When an airman changes his station so that an alteration in the rate of the quarterly clothing allowance is involved, he will, except as provided in clause 2, be credited with the allowance at the new rate as from the quarter-day coinciding with or following the date of embarkation.

2. When an airman proceeds from India to a station at home or abroad, he will be credited with the allowance at the rate appropriate to the new station as from the quarter-day coinciding with or following the date of arrival of the ship in port at home or abroad. The clothing allowance of an invalid, or time-expired airman, sent home from India will remain the liability of the Indian Government until he is discharged or posted to another unit for duty. Issues in these cases will, however, be made as a charge against air votes and the liability of the Indian Government will be adjusted by means of the home effective contribution.

3. An airman who proceeds to, or returns from, a tropical station (except India) before he becomes entitled to the first issue of clothing allowance will be credited with an advance of one quarter's allowance to assist him in completing his kit to the scale appropriate to the new station.

2586. Change of Allowance on Promotion or Reduction.—1. An airman, on promotion or reduction, will receive the higher or lower rate appertaining to his new position from the first clothing quarter-day following the date of announcement of his promotion or reduction in the unit casualty forms. If, however, the promotion or reduction is announced on the first day of the quarter, with effect from that or an earlier date, the allowance at the higher or the lower rate will be drawn from the date of announcement.

2. An airman appointed to an acting rank will remain on the rate of clothing allowance applicable to his substantive rank.

3. An airman promoted to a commission may, if otherwise eligible, receive clothing allowance for any quarter-day prior to the date of notification of such promotion in the *London Gazette*. He will not be entitled to clothing allowance for any quarter-day coinciding with, or subsequent to, the date of such notification.

2587. Expenditure of Clothing Allowance.—1. The quarterly clothing allowance will be spent at the discretion of the airman's C.O. in the purchase of such clothing or necessaries as that officer may consider necessary for the current quarter.

2. The officer in charge of a flight or section will be responsible to the C.O. that airmen of the flight or section maintain their kit in accordance with scale, and in a fit condition for service: it will be his duty to assist and advise an airman in the upkeep of his kit, and encourage him to keep money in hand so as to avoid stoppages of pay. He will see that every advantage is taken of the facilities provided for the repair and washing

Digitized by Google

of garments, and that unnecessary or non-essential articles are not bought, having in view the circumstances in which the airman may at any time be situated, e.g. approaching discharge or drafting.

3. In order that funds may be available to meet any purchase likely to be required during the quarter, a C.O. may direct that a portion or the whole of an airman's allowance shall be held as a credit in his account. a balance will not be so held as a general rule, but only when it is apparent that additional charges will occur during the quarter.

4. The allowance of an apprentice or a boy entrant will not be used to swell the cash payments to him: any balance that there may be will be allowed to accrue and the amount standing to the apprentice's or boy entrant's credit will be issued to him in a lump sum on his passing out from the training establishment.

5. When the quarter's allowance has been expended, any further purchase of clothing and necessaries during the current quarter will be met from the airman's pay, subject to para. **2588.**

6. An airman will not be permitted to purchase any articles of personal clothing or necessaries provided under authorised scales otherwise than from public stores or from a comrade as provided for in para. **2589.**

7. Instead of new articles, part-worn serviceable articles of necessaries and personal clothing which has been reconditioned may be purchased by an airman, if available in stock: such articles will be charged for at half the vocabulary rates.

8. An airman will not be permitted to purchase any article of clothing which is not appropriate to his rank or trade.

9. During the last year of his service an airman will not be called upon to renew articles of uniform clothing likely to remain serviceable until the date of his discharge or transfer to the reserve. Any clothing allowance not expended during this period should be available to the airman for the provision of a civilian outfit. If the C.O. is not satisfied that the airman has or will have suitable civilian clothing available on discharge or transfer he will arrange that a sufficient sum to ensure the provision of such clothing is reserved out of the last three credits of quarterly clothing allowance. This sum will remain as a credit balance to the airman's account and will not be issued to him until his discharge or transfer is being effected or until the C.O. is satisfied that suitable civilian clothing will be available.

2588. Advances of Clothing Allowance.—If, on an airman's promotion, reduction or transfer, or prior to his proceeding abroad, the consequent necessary purchases are heavy, the C.O. may authorise an advance of a portion or the whole of the following quarter's allowance when such action is certified to be necessary. In such cases the C.O. will not be held responsible for any loss which may occur from a justifiable exercise of his discretion, but care will be taken to ensure that if the airman is transferred to another unit, the amount of the advance is notified on the transfer list (*see also* para. **2585,** clause 3).

2589. Credits for Part-Worn or Worn-Out Clothing, &c.—1. An airman who wishes to dispose of worn-out articles of personal clothing or necessaries under the terms and conditions of the contract for the

Digitized by Google

disposal of unserviceable clothing at home may return them to store, on a return voucher to be prepared by the officer in charge of his flight or section, and receive immediate credit for them at approved rates in his pay account. At stations abroad, they are to be dealt with only as laid down in para. **2551.**

2. An airman who has articles of personal clothing or necessaries surplus to scale may dispose of them by auction under arrangements made by the C.O., who will ensure that the proceeds of the sale are charged against the purchasers and credited to the airman concerned. Alternatively, an airman may, with the concurrence of the officer in charge of his flight or section, dispose of surplus personal clothing or necessaries by private treaty to his comrades.

3. An airman will retain such articles of worn clothing for fatigues, repairs, &c., as the officer in charge of the flight or section may deem necessary.

4. If, before new articles purchased by an airman have been worn, any alteration takes place in his rank or position, or he is ordered to another station which involves a change of uniform, the unworn articles may be returned to store for re-issue, and the value refunded to the airman.

5. In very exceptional circumstances (e.g. when excused for medical reasons from wearing puttees and/or service boots) an airman may be permitted to return to store part-worn articles of personal clothing and may be credited with their estimated value or with half vocabulary rates. As a general rule, however, only the rates applicable to unserviceable clothing will be allowed for part-worn clothing.

Section III.—Disposal of Effects.

2600. Airman Sent to Hospital.—1. When an airman is sent to hospital, either for admission, attendance at a medical board or interview with a specialist, he will—unless his kit is to be disinfected under the instructions of the medical officer—take with him, in addition to the clothes he is wearing (and any items necessary to enable him on discharge to leave the hospital properly dressed), his knife, fork, spoon, hair brush, comb, razor, shaving brush, tooth brush, boot brushes, tin of boot polish, canvas shoes and greatcoat. Arrangements will always be made for his respirator to accompany the airman to a service hospital. The remainder of his kit, together with his arms (where applicable) and accoutrements, will be handed into store for custody. After disinfection an airman's kit will similarly be handed into store for custody.

2. Medals, trinkets, &c., will be retained by the airman's C.O., and money belonging to him will be handed to the accountant officer, who will give the airman a receipt and pay the amount into the public cash account and credit it to the airman's account in the pay ledger. The amount taken from an airman and credited to his account under this para. is payable in full on his discharge from hospital or from the service, without regard to the state of his account. If an airman arrives in hospital with any money or valuables in his possession they will be dealt with as directed in para. **1597.**

Digitized by Google

3. If, on discharge from hospital, an airman does not return to his unit, his kit and medals, trinkets, &c., will be forwarded to his new unit and a receipt obtained. In forwarding the airman's transfer list to the new unit, a special note will be made in regard to any sum taken from the airman under clause 2, which is payable to him in full irrespective of the state of his account.

4. A clothing inspection and a check of the airman's kit will be held in the new unit as soon as practicable after its receipt.

2601. Airman Sent to Detention Barracks.—1. An airman committed to a detention barrack will take with him his kit as laid down in para. **2562.**

2. If the airman is liable to forfeit any decoration or medal which he may possess, the C.O. will take action as laid down in para. **281.**

3. Any medals, trinkets or other superfluous articles in possession of an airman who will return to regular air force service after the completion of his sentence will be taken from him before he is sent to a detention barrack, and restored to him on his return to duty. Any money taken from an airman will be handed to the accountant officer, who will give the airman a receipt for it. The accountant officer will pay the amount into his public cash account and credit it to the airman's account in the pay ledger. The amount taken from an airman and credited to his account under this para. is payable in full on his release or discharge, without regard to the state of his account. Special note will be made, where necessary, in the transfer list.

2602. Private Property of Airman to be Discharged after Imprisonment or Detention.—1. When an airman is sentenced to penal servitude, imprisonment or detention, on the expiration of which he will not return to regular air force service, he will be informed that the air force authorities are not responsible for the custody of any private property he may possess. Facilities will be given to him for making private arrangements for the custody or disposal of his property, including necessaries not sent with him to prison or detention barrack; if, however, he declines or fails to make private arrangements prior to quitting his unit, any articles then remaining in air force charge will be sold by auction, and the proceeds credited to him.

2. Clause 1 will not apply to deserters and airmen convicted of felony, whose property will be dealt with as laid down in paras. **2635** and **2606.**

3. *See* para. **281** as to disposal of medals, &c.

2603. Committees of Adjustment.—1. A committee of adjustment will be appointed to deal with the public and private effects of an officer or airman in any of the following circumstances:—

(*a*) When he dies.

(*b*) When he is about to be invalided on account of insanity (*see* para. 48 of the regulations under the Regimental Debts Act, in A.P. 804, Manual of Air Force Law).

(*c*) When he deserts, or, after an absence of 21 days, has been declared, by a court of inquiry under para. **1323,** to be illegally absent.

Digitized by Google

(*d*) When he is convicted of felony by a civil court.
(*e*) When an airman is delivered up as an apprentice.

2. The committee will consist of three persons (including the president, who will invariably be an officer) and will be appointed as laid down in the regulations under the Regimental Debts Act (*see* Manual of Air Force Law). When dealing with the effects of an officer the committee will be composed entirely of officers, but when the effects of an airman are to be dealt with, the C.O. may appoint a warrant officer or warrant officers to serve on the committee.

3. The committee, in carrying out its work, will comply with the provisions of the Regimental Debts Act and the regulations made thereunder. In interpreting that Act and regulations, the committee will be guided by the provisions of paras. **2604** to **2607.**

4. The committee will record its proceedings in duplicate; the duplicate copy of the proceedings will be retained by the officer who appointed the committee and the original forwarded direct to the Air Ministry.

5. Where the representative of a deceased officer or airman undertakes to secure payment of the preferential charges, and the committee withdraws from further interference with the property, the representative's signed undertaking will be annexed to the proceedings.

6. Where one committee of adjustment is appointed to deal with the affairs of more than one officer or airman, separate reports will be rendered for each officer or airman.

2604. Death of Officer or Airman—Disposal of Effects.—1. As soon as possible after the death of an airman the committee of adjustment, appointed under para. **2603,** will secure and make an inventory in duplicate of all such of the effects (including cash) of the deceased as are in camp or quarters (abroad the collection of effects extends to include the "regulation area"—*see* Regimental Debts Act).

2. The public clothing in possession of an officer will be checked and will be dealt with as directed in para. **2570.**

3. The public clothing, accoutrements and arms in the possession of an airman will be checked and will be handed into store. If it is found that any article is missing, or damaged otherwise than by fair wear and tear, the loss or damage will be assessed and the airman's non-effective account will be charged with the sum fixed, if it can be shown that the loss or damage was attributable to him.

4. The private effects (including personal clothing) of an officer or airman will be preserved until the wishes of his representative or next-of-kin have been ascertained. In this connection a committee of adjustment, if the entitlement of the next-of-kin is clear, will provide the latter with a list and ascertain which of the items may be sold within the unit.

5. The committee of adjustment should endeavour to persuade the relatives to agree to the sale locally of as many articles as possible, especially such items as cannot be forwarded at public expense under para. **3138,** the carriage charges on which may exceed the value of the articles.

Digitized by Google

6. Notwithstanding the provisions of clauses 4 and 5, a committee of adjustment assembled abroad in a command in any area of operations, if it anticipates that delay will occur in communicating with the representative or next-of-kin, or if local circumstances render storage of effects impracticable, may, with the authority of the air or other officer commanding, dispose of effects by sale locally without reference to the representative or next-of-kin. Small articles having intrinsic value and articles which may have sentimental value should invariably be reserved from sale.

6A. Except where para. **2603,** clause 5, applies, effects of all airmen who die in the United Kingdom or abroad which are reserved from sale will be despatched to the Officer i/c Records for disposal under direct instructions from the Air Ministry.

7. In forwarding effects to the representative of a deceased officer, or to the Officer i/c Records for an airman, a list in quadruplicate will be prepared: one copy will be placed in the package containing the effects, one will be sent direct to the consignee, and one to the Air Ministry, the fourth being retained with the unit. Effects sent by post will invariably be registered. Articles that cannot be forwarded by post will be disposed of as laid down in para. **3138.**

8. The private books and papers of a deceased officer or airman will be sealed up in parcels in the presence of witnesses, and retained with other articles reserved from sale. Securities and other documents of value (e.g. National Savings Certificates, Savings Bank books, &c.) will be carefully searched for, separately noted, and forwarded to the Air Ministry, in all cases by registered post.

9. The public and service books, and any public accounts which a deceased officer or airman may have been required to keep, will be handed over to the C.O. for disposal in accordance with the regulations.

10. Cash (including current foreign coins, notes, &c., of the country in which death occurs) coming into the hands of the committee of adjustment, whether found amongst the effects or collected as debts due from private individuals, will be applied to meet any preferential charges, and the residue, if any, will be handed to the accountant officer for credit to the deceased's non-effective account. Foreign coins, notes, &c., not of the country in which death takes place will be regarded as personal effects and disposed of accordingly.

11. A non-effective account will be prepared in duplicate on Form 894 for an officer, and on Form 901 for an airman. The account will show the total amount to be paid by the Air Ministry to the representative or next-of-kin of the deceased.

12. A search will be made amongst the effects of a deceased officer or airman for a will or other testamentary document, which, if found, will be forwarded without delay to the Air Ministry. Great care must be taken not to interfere with an original will by writing or pin holes, clip marks, etc. If a will cannot be found, or traced, the fact will be reported at once.

13. *Deleted.*

14. The disposal of orders, decorations and medals is provided for in para. **280.**

Digitized by Google

15. Should firearms or ammunition form part of the effects, the committee will satisfy themselves that the person to whom they are to be handed over is in possession of a firearms certificate. Failing this, firearms will be sold to a recognised dealer in firearms and the proceeds credited to the estate.

2605. Deserters and Absentees—Disposal of Effects.—1. When an airman deserts or is, under para. **1323,** declared to be illegally absent, the instructions contained in paras. **2603** and **2604** will be complied with in so far as they are applicable, subject to the modifications contained in this para. and to the special provisions relating to such cases contained in the Regimental Debts Act.

2. An airman's public and personal clothing, necessaries and accoutrements will be disposed of as laid down in para. **2558,** and his orders, decorations and medals as laid down in para. **278.**

3. All his private effects will be sold.

2606. Airman Given Up as Apprentice or Convicted of Felony—Disposal of Effects.—When an airman is given up as an apprentice, or is convicted of felony by the civil power, the instructions contained in paras. **2603** and **2604** will be complied with in so far as they are applicable, subject to the special provisions contained in the Regimental Debts Act, and to the provisions of paras. **2553** and **2554.**

2607. Officer or Airman of Unsound Mind—Disposal of Effects.—1. When an officer or airman is declared to be insane, and is to be invalided the instructions contained in paras. **2603** and **2604** will be complied with in so far as they are applicable, subject to the modifications contained in this para. and to the special provisions relating to persons of unsound mind contained in the Regimental Debts Act.

2. The invaliding officer will forward to the Air Ministry and to the committee of adjustment an inventory of effects in the possession of an officer of unsound mind.

3. The Officer i/c Records will be responsible for calling for an inventory of the personal effects of an airman of unsound mind from the hospital or institution whence the airman is invalided if such inventory is not forwarded with the usual invaliding documents. He will provide the committee of adjustment (if it is appointed elsewhere than at the hospital in which the airman is a patient) with a copy of the inventory, and will retain a copy with the personal effects; he will forward the original inventory to the Air Ministry.

4. When an invalid airman in a hospital is about to be sent home from abroad as a person of unsound mind the C.O. of the hospital will obtain from the C.O. of the airman's unit the remainder of the airman's effects which it is proposed to send with him, together with an inventory. The C.O. of the hospital will then prepare a fresh inventory showing the whole of the effects which are to be sent home with the airman. This will be countersigned by each officer or N.C.O. who has charge of the effects during the journey, and will be handed over in original to the C.O. of the hospital to which the patient is taken on arrival in England.

5. *See* para. **279** as to the disposal of orders, decorations and medals.

Digitized by Google

2608. Missing Personnel.—When an officer or airman is missing, a committee of adjustment (appointed as in para. **2603**) will secure and make an inventory in duplicate of his effects, in accordance with the instructions in clauses 1, 2, 3, 8, 9 and 12 of para. **2604.** The effects will be retained in safe custody, and both copies of the inventory preserved by the unit. The committee will also ascertain and record any debts outstanding against the officer or airman, but no effects should be disposed of, or bills paid out of the estate, without Air Ministry authority. If the officer or airman returns, the effects will be restored to him; when, however, he is officially presumed to be dead, the disposal of his effects and estate will be completed in accordance with the Regimental Debts Act, the regulations thereunder, and para. **2604.**

Digitized by Google

CHAPTER XXXIII.

COMPENSATION FOR LOSSES.

2631. Duty of all Ranks to Insure.—1. Compensation from air force funds will not be granted, except as otherwise provided in this chapter, in respect of the loss of—

(*a*) service kit and equipment, from the ordinary risks of civil life:

(*b*) ordinary effects from the risks due to the exigencies of air force service, as well as the ordinary risks of civil life;

(*c*) family and civilian servants' effects from the ordinary risks of civil life;

For the purpose of this para. property included in the above classes is defined in para. **2637.**

2. Officers, members of the nursing service and airmen are advised to insure their property against these risks and so safeguard themselves against having to meet expenses in the event of loss.

3. The cost of insurance will not be admitted as a charge against the public.

2632. When Compensation is Admissible.—1. Compensation for losses, as a charge on public funds, is limited for officers, members of the nursing service, and airmen to—

(*a*) losses due to air force service as opposed to normal conditions;

(*b*) losses which cannot be compensated from other sources such as from insurance;

(*c*) losses not occasioned by carelessness or negligence on the part of the owner or the owner's representative.

2. Compensation for cost of repair of damaged property will be granted subject to the same conditions as regards entitlement and assessment as are applicable to claims for total loss; but no compensation will be granted for either loss or damage where the assessment amounts in all to less than £2.

2633. Definition of Risks due to Air Force Service.—Risks due to air force service, for which compensation may be given, are—

(*a*) those due to the conditions of active service and to journeys to and from active service, and to movements accompanied by troops or air forces;

(*b*) movements subject to the conditions set forth in para. **2634;**

(*c*) accidental fire in aerodromes, barracks, service hutments, bilets or camp, where there is no negligence on the part of the owner and it is conclusively shown that insurance could not be effected at reasonable rates;

(*d*) theft in aerodromes, barracks, service hutments, billets or camp in the absence of the owner for more than 48 hours when all

Digitized by Google

reasonable precautions to safeguard the property were taken by the owner. For officers and members of the nursing service, compensation will not usually be allowed unless the owner, or an individual on the owner's behalf, ensured that the property was secured and locked up, the keys being entrusted to a responsible officer. For airmen, the property should have been handed into the unit, &c., store. The loss of property by reason of theft on the part of officers' batmen cannot be made the subject of compensation;

(*e*) destruction on the order of the competent authority to prevent the spreading of an infectious or contagious disease (when no other scheme of compensation exists);

(*f*) damage clearly proved to be wholly due to the faulty construction or bad repair of aerodromes, barracks, service hutments or billets;

(*g*) by the crashing of an aircraft provided that the claimant was acting in the performance of his duty and that he was duly authorised under the provisions of para. **734** to have with him in the aircraft the articles in respect of which a claim is made.

2634. Claims for Losses in Transit.—1. In the ordinary course a claim for compensation by an officer, member of the nursing service or airman for losses occurring in transit, will be against the carrier company or an insurance company both in respect of service effects and other property. Failure to obtain compensation either through the claim being invalid or through neglect to insure in accordance with para. **2631,** will not render the claimant eligible for compensation from public funds. Passengers proceeding by railway abroad or in civil aircraft or by Nairn convoys (Palestine and Iraq) should always insure their baggage.

2. Claims for losses on rail must be made within the periods prescribed by the railway companies (*see* paras. **2464** to **2466**), and for losses on board ship at the time of discharge (*see* para. **2491**). Compensation from public funds will be granted only—

(*a*) where the loss could not be covered by insurance under para. **2631;**

(*b*) where the government takes the place of a carrier company e.g. by conveying baggage in service transport or in a military or air force vessel or in a transport hired under conditions which exempt the owners from liability for loss of passengers' baggage, or on a railway which is run by the military or air force authorities; or

(*c*) where the baggage is conveyed by a commercial agency such as a civil railway or ordinary steamship but where the carrier can repudiate liability owing to the presence of troops or air forces; or

(*d*) exceptionally where, owing to some abnormal general condition, the carrier company escapes liability for any loss of baggage by all passengers.

3. Compensation from public funds, however, will not be granted in respect of property which is taken on ordinary leave or which is lost in transit while the owner is not travelling as a passenger with it, except when the claimant is on sick leave or necessarily separated from heavy baggage by the exigencies of the service.

Digitized by Google

2635. Exceptional Causes.—Compensation for loss arising from exceptional causes, other than those enumerated in paras. **2633** and **2634**, may be granted at the discretion of the Air Council on the circumstances being specially represented to them.

2636. Losses Sustained by Officers' and Airmen's Families.—1. Compensation is not usually granted on account of losses sustained by officers' and airmen's families, but where the loss of necessary articles is unavoidably sustained owing to the conditions of air force service, compensation may be given under para. **2637**, clause 2 (*c*).

2. A married officer for this purpose is one who, at home, is regarded as married for the purpose of allowances (*see* para. **3237**), or abroad, or *en route* to or from abroad, for the purpose of free passage of his family (*see* paras. **3027** and **3112**). An airman for this purpose must be eligible for family allowance and in occupation, or *en route* after occupation, of quarters.

3. Claims for compensation will not be permitted in respect of the effects of civilian servants or children's nurses.

2637. Property for which Compensation is Admissible.—1. Kit and equipment for the purpose of this section is divisible into three parts:—

Class A.—Articles of uniform and equipment as laid down in A.P. 1358, Appendix I, for officers and A.P. 1075 for members of the nursing service.

Class B.—Linen, underclothing and personal necessaries as laid down in A.P. 1358, Appendix I, for officers and A.P. 1075 for members of the nursing service.

Class C.—Articles of civilian clothing where such clothing has been specially ordered to be worn on air force duty.

2. In addition to kit and equipment, compensation may be granted in respect of loss of property of the following kinds (subject to paras. **2631** to **2634**):—

(*a*) Books and instruments, the private property of the owner used for the benefit of the public service.

(*b*) Furniture, within the limits of rates and quantities laid down for officers' quarters furnished at the public expense.

(*c*) When specially authorised under para. **2636**, such articles in possession of the families of officers and airmen as are necessary to conform to the air force standing of the owners.

(*d*) Mess and band property within prescribed limits, and subject to insurance as prescribed in these regulations. For mess property, compensation will not extend to consumable articles and will be effected as far as possible from store.

3. Compensation will not ordinarily be allowed for articles of uniform and equipment other than those set out in A.P. 1358, Appendix I, (for officers) and in A.P. 1075 (for members of the nursing service) and in clause 2 (*b*) and (*c*). In exceptional circumstances, however, the Air Council may specially grant further compensation.

4. Compensation will in general be limited to articles which the owner is obliged to replace in order to comply with air force requirements, but replacement will not be essential to compensation for losses of articles

Digitized by Google

comprised in classes B and C of clause 1 and in clause 2 (*b*) and (*c*). Compensation is not applicable to the replacement of an airman's uniform clothing or necessaries, which will be dealt with as laid down in Chapter XXXII.

2638. Loss of Money or Valuables.—No claim will be admitted on account of the loss of money or valuables not specified in A.P. 1358, Appendix I, which is or are the private property of individuals. *See* paras. **275** and **276** as to compensation for loss of decorations and medals.

2639. General Conditions.—1. The value allowed for each article lost will be assessed on the basis of the price of such article at the time of assessment, less an abatement in respect of wear and tear according to the condition of the lost article.

2. If the claim is in respect of private flying clothing which an officer has been permitted to use under para. **2570**, clause 4, the amount of compensation will not exceed the actual cost of the articles or the vocabulary price of the corresponding items of service pattern whichever is the less.

3. For officers' families, the assessment will be made on such scale and under such conditions as the Air Council may approve.

4. When compensation is conditional on replacement, payment will be made only on the undertaking that replacement will be effected on receipt of the grant by the claimant.

5. If the claimant is dead, compensation will be paid to his estate only on proof that replacement was effected prior to his death, whether compensation would otherwise be conditional on replacement or not.

6. The Air Council may from time to time direct that any article shall be replaced by free issue from store in lieu of a monetary payment.

2640. Losses to be Investigated.—1. In the event of loss being sustained in respect of which the owner considers that he or she has, or will have, a claim, the circumstances and the extent of the loss, or damage, will be investigated by the C.O. or, if he thinks it necessary, by a court of inquiry or by an officer detailed by him. The court or investigating officer will report and record an opinion—

(*a*) as to whether the owner is acquitted of all blame for the loss; and

(*b*) as to whether the loss occurred in circumstances unavoidable by the claimant; and

(*c*) as to whether every exertion was made to prevent the loss; and

(*d*) as to what efforts were made by the claimant, or the claimant's unit, to trace and recover any missing articles; and

(*e*) as to the admissibility or otherwise of a claim.

2. Where immediate settlement of part or the whole of a claim is recommended, the proceedings of the court of inquiry or the report of the investigating officer (if any) will be forwarded with the claim to the air or other officer commanding who will, except as provided in clause 3, record his recommendation and refer the matter to the Air Ministry.

Digitized by Google

3. In a command to which a Financial Adviser has been appointed the A.O.C. may, subject to the prior concurrence of the Financial Adviser, settle claims from officers in respect of loss of kit arising in the command.

4. Where no part of a claim admissible under these regulations appears to be payable immediately (e.g. on account of reprovision not being immediately necessary) one copy of the proceedings of the court of inquiry or the report of the investigating officer (if any) will be handed to the claimant who will forward it, through the usual channels, in support of the claim, if and when the claim eventually becomes payable.

5. If the claim preferred is for articles of kit not forming part of the claimant's authorised service outfit, but which have been specially prescribed by the air or other officer commanding, the court or investigating officer will require the production of a copy of the order prescribing the extra articles and will annex it to their proceedings.

6. If an officer, member of the nursing service or airman is insured against the loss, and requires assistance in substantiating the claim against the parties responsible, a court of inquiry or investigation by an officer may be ordered, at the claimant's request, with a view to making the necessary inquiries and obtaining proper documents to prove the facts.

2641. Submission of Claims.—1. A claim for compensation will not be made until reprovision becomes necessary to meet immediate requirements. (*See* para. **2642** as to reporting losses or damage.)

2. If any portion of a claim can be settled at once, it will be dealt with immediately, doubtful or disputed items in the claim being left for subsequent adjustment.

3. Claims will be rendered on Form 1784 through the usual channels, to the Air Ministry, except as provided in clauses 4 and 5; they will bear the recommendations of the air or other officer commanding, and will be accompanied by the proceedings of any court of inquiry or investigation held under para. **2640.**

4. Claims in respect of kit lost or damaged arising in a command to which a Financial Adviser has been appointed will be submitted to the A.O.C. the command, who, subject to the concurrence of the Financial Adviser, will effect settlement.

5. In the event of a claim arising in respect of loss or undue damage resulting from a special flight or cruise (*see* para. **734,** clause 2) the claim will be submitted as laid down in clause 3, and will be accompanied by a copy of the A.O.C.'s instructions regarding the kit to be carried in connection with such flight or cruise.

6. *Deleted.*

7. Claims for damage must be supported by receipted bills for the work done.

2642. Delay in Reporting Loss.—If, owing to the failure of the individual sustaining the loss to report it within a reasonable time, the investigation of the circumstances attending the loss is prejudiced, the Air Council may reduce or withhold compensation.

Digitized by Google

2643. Loss during War, &c.—Applications may be submitted to the Air Council for compensation for the loss, destruction or damage during war or national emergency of baggage and personal property, within the limits of para. **2637,** clauses 1 and 2, left behind by officers and airmen in aerodromes or barracks on mobilization and stored in accordance with Mobilization Regulations, if the loss, destruction or damage was due to the nature of the accommodation provided, and is not recoverable from insurance companies, underwriters or other sources.

Digitized by Google

CHAPTER XXXIV.

RATIONS, RATION ALLOWANCES, FUEL AND LIGHT.

SECTION I.—RATIONS—GENERAL.

2654. Detailed Regulations not Given.—The regulations contained in this chapter are not intended to give complete instructions on the subject of rations and ration allowances. They include regulations of a general nature with which officers and airmen should be familiar. The complete regulations for the guidance of officers and airmen whose duties involve detailed knowledge of the subject, are contained in "Regulations for Supplies Services" (A.P. 112).

2655. Persons Entitled to Rations.—1. At home stations rations will be issued as follows:—

(*a*) One ration to each officer and airman on the effective strength of the R.A.F., unless in receipt of a rate of pay or an allowance which covers rations.

(*b*) One ration to a recruit for each day before attestation for which pay is admissible (but *see also* para. **3094**).

(*c*) A recruit, whether man, apprentice or boy entrant, who has been provisionally accepted may receive rations (if his subsistence is not otherwise provided for, e.g. under para. **3094**) either until he becomes entitled to pay or (if rejected) until his return to the depôt at which he was accepted.

2. At stations abroad rations will be issued as follows:—

(*a*) One ration for each officer and airman on the effective strength of the R.A.F., unless in receipt of a rate of pay or an allowance which covers rations.

(*b*) Half of a ration for the wife of each airman on the married establishment.

(*c*) Quarter of a ration for each child, under fourteen years of age, of an airman on the married establishment.*

(*d*) One ration for each civilian servant employed as laid down in para. **3303**, clause 2.

3. During active operations the air or other officer commanding may authorise issues of free rations to persons not provided for in this chapter.

4. R.A.F. personnel attached to the R.N. for rations or serving on H.M. ships will be rationed in accordance with naval regulations (*see also* para. **2867**).

5. The issues of rations or cash allowance in lieu to officers and airmen of the Auxiliary Air Force will be governed by the regulations of that service (A.P. 968).

2656. Scales of Rations.—The various scales of rations are laid down in A.P. 112, and no departure therefrom will in ordinary circumstances be permitted without the sanction of the Air Council. In time of war, in commands abroad, the air or other officer commanding may, however,

* The wives and families of airmen not on the married establishment will not be entitled to free issues of rations, nor will they be entitled to draw rations on repayment.

Digitized by Google

if the exigencies of the situation so necessitate, authorise a temporary departure from the approved ration scale. In no case should any such deviation from the approved scale be continued for more than six months without Air Ministry authority: in commands to which no Air Ministry auditor is appointed, Air Ministry authority should be obtained for the continuance of any such deviation in excess of three months.

2657. When Rations are Inadmissible.—Rations, or ration allowance in lieu, will not be admissible—

(*a*) For days on which an airman is provided with a hot meal by an innkeeper in billets.*

(*b*) For officers, airmen and others when dieted at the public expense in an air force, naval, military or civil hospital, prison or detention barrack, or in a mental hospital.

(*c*) For officers, airmen and others when fully subsisted on board ship at the public expense. When airmen are not fully subsisted on board ship on days of embarkation or disembarkation the allowances under para. 6A, Chapter I of A.P. 112, will be admissible, but the standard ration or the money allowance in lieu will not be admissible.

(*d*) For an officer or airman absent without leave for more than 24 hours.

(*e*) *and* (*f*). *Deleted.*

(*g*) For officers, airmen and others when subsisted by the issue of ordinary flying rations.

(*h*) For officers granted refund of expenses for treatment and maintenance in—

(i) sanatoria;
(ii) hospitals; and
(iii) other medical institutions.

2658. Airman on Release from Detention, &c.—An airman on the day of his release from a detention barrack or prison may receive a ration, or the allowance in lieu, unless he is not released until after 1200 hours and is subsisted in such detention barrack or prison; if sent from abroad, as an airman under sentence, for discharge in England, he may be rationed until he is discharged (*see also* para. **2675**).

2659. Money Allowance in Lieu of Rations.—1. A money allowance (higher rate) representing the average retail cost of the components of the ration may be drawn by entitled persons, when for service reasons (except as provided in clause 3 (*b*)) rations in kind cannot be issued. Cases not covered by clause 3 should be referred to the Air Ministry. The rate at home is published from time to time in A.M.Os.

2. A money allowance (lower rate) representing the cost of the ration to the R.A.F., including the cash equivalent and commuted ration allowances, may be drawn under the authority of the C.O. The rate at home is published from time to time in A.M.Os.

* Billeting of airmen with subsistence is limited by the Air Force Act, except during times of emergency, to the first three days (including the day of arrival) at any place. After the first three days, rations or ration allowance may be issued under the usual conditions, plus vinegar and salt to be provided by the innkeeper under the Act.

Digitized by Google

3. The higher rate referred to in clause 1 will be admissible at home for—

(*a*) *Deleted.*

(*b*) Qualified married officers (except Fleet Air Arm officers when in receipt of consolidated allowance under para. **3284**), as defined in para. **3237,** including contract medical and dental officers entitled to free rations or an allowance in lieu, and airmen eligible for family allowance, who—

(i) are not occupying public quarters owing to none being available within their respective stations, or, if Fleet Air Arm personnel, within their respective permanent shore bases,

(ii) are occupying public quarters situated outside the boundary of their respective stations, or, if Fleet Air Arm personnel, outside the boundary of their respective permanent shore bases,

provided they do not draw rations in kind, making their own arrangements for delivery, and do not purchase bread and meat on repayment. Issues granted under (i) above may be continued during a period of detachment on temporary duty provided the officer or airman continues to live with his family outside the station and the conditions regarding accommodation at his permanent station remain unchanged. When residing with his family, a qualified married officer in a supernumerary posting will be regarded for the purpose of this clause as a qualified married officer on the establishment of the unit to which he is posted.

(*c*) Officers and airmen during transfer from an aircraft carrier to a shore unit.

(*d*) Officers and airmen stationed at places where rations in kind are not issued.

(*e*) Recruits who have not been finally passed into the service, where the issue of rations in kind cannot be made, or who join their unit too late to be included in the ration return, for days on which they are entitled to pay.

(*f*) Officers and airmen employed on recruiting service.

(*g*) Reservists joining a unit—for the day of arrival when the journey is completed in one day. When the journey necessarily involves travelling by night, travelling allowances admissible under Chapter XXXVII will be issuable.

(*h*) Officers and airmen granted sick leave in accordance with paras. **1380** and **1401** (except as provided in clause 4, sub-clause (*g*)). During sick leave from overseas, for which full pay is admissible under Chapter XVIII, the rate for the station abroad is payable except when the individual is brought home at public expense when the rate applicable at home will be issued.

(*j*) Cases mentioned in para. **2655,** clause 1 (*c*), where it is not practicable to issue rations in kind.

(*k*) Officers and airmen when in receipt of a nightly rate of travelling allowance under para. **3082** or **3085.**

(*l*) Subject to clause 4 (*e*), officers in receipt of lodging allowance at single rates, when it is certified by the air or other officer commanding the command that, for service reasons, it is not practicable for them to be dining members of a mess.

Digitized by Google

(*m*) Airmen in receipt of lodging allowance, provided it is certified by the air or other officer commanding the command that the situation of their places of residence renders it impracticable for them to take all their meals at home or at the unit.

4. In the following cases, and in all others (except as provided in clause 3 (*b*)) where the issue of ration allowance at home is not for purely service reasons, the lower rate referred to in clause 2 will invariably apply:—

(*a*) Officers in messes where election is made not to draw rations in kind.

(*b*) Married officers and airmen for whose families bread and meat are issued on repayment.

(*c*) Airmen employed as waiters or as servants at an officers' mess.

(*d*) Airmen granted leave to perform band engagements when such engagements are not undertaken as a service duty definitely ordered by a responsible officer.

(*e*) Officers and airmen living out at their own request.

(*f*) Officers and airmen who, on expiry of leave or pass, are unable to rejoin their unit owing to sickness and are not granted sick leave under para. **1380** or **1401.**

(*g*) Officers and airmen absent from their units on sick leave in respect of disabilities due to their own fault.

(*h*) Officers and airmen on leave (except as provided in clause 3 (*h*)), for which full pay is admissible under Chapter XVIII. During leave from overseas, the rate for the station abroad is payable so long as the individual concerned remains on the strength of that station. Officers and airmen rationed by the Navy (e.g. in H.M. ships) or by the Army will, when on leave and entitled to ration allowance, receive the rate laid down for the R.A.F.

5. (*a*) The first payment of ration allowances, except when admissible under clauses 3 (*b*) and 4 (*h*), will be supported by a brief statement of the circumstances and by the approval of the C.O. of the unit. Payment for succeeding months will be supported by a reference to the number and date of the authority which will, in all cases, be renewed on 1st January and 1st July each year if continuance of the allowance is required.

(*b*) Each pay account will be accompanied by a certificate signed by the C.O. as laid down in A.P. 112.

6. When ration allowance has been issued in advance up to the date of discharge to an airman proceeding on discharge leave, no adjustment need be made if the rate of the allowance is varied subsequent to the date on which the advance was made.

7. The issue of ration allowances either at the higher or lower rate is not admissible to officers and airmen for days on which they are subsisted by the issue and consumption of ordinary flying rations.

8. (*a*) When the ration in kind is not issued at a station abroad, a money allowance in lieu thereof may be paid at a rate which (unless a special rate is sanctioned for the occasion by the A.O.C. under clause 9) will not exceed the cost to the R.A.F. of the supplies not issued.

(*b*) If, however, through the exigencies of the service, the issue in kind cannot be made, the money allowance may, in commands where

Digitized by Google

the R.A.F. is self-supplying, be fixed according to the cost to the R.A.F., but with such additional percentage to cover retail purchases as may be approved by the Air Council from time to time on the recommendation of the air or other officer commanding. The circumstances rendering the fixing of a rate higher than the cost to the R.A.F. will in all cases be reported to the Air Ministry with explanatory details to show how the rate has been computed.

(*c*) In all commands abroad where (*b*) does not apply, the rate will be that applicable to the Army, and copies of orders promulgating such rates will be forwarded to the Air Ministry immediately on publication.

(*d*) The principles laid down in clauses 3 to 7 for home stations as to occasions when the higher or lower rate may be drawn in lieu of rations will apply equally abroad.

9. In commands abroad only, the air or other officer commanding may, in very exceptional cases, grant as a temporary measure such special allowance in lieu of rations in kind as the circumstances of the case may necessitate. The authority given by the air or other officer commanding will be attached as a voucher to the account concerned, and in no case will any such authorisation be continued for a period exceeding six months without the prior authority of the Air Council.

10. The provisions of this para. will not apply to officers holding permanent commissions on the active list of the R.N. or R.M. who are attached to the R.A.F. with temporary commissions therein for service with the Fleet Air Arm. The rates and conditions governing the issue of allowances in lieu of rations to such officers are laid down in naval regulations and those rates and conditions will continue to be applicable to such officers while so attached.

2660. Special Meal for Dopers, &c.—1. A special meal, consisting of cocoa or milk and a slice of bread, will be provided daily for all personnel—

(*a*) regularly employed on doping work in enclosed dope shops;

(*b*) employed in M.T. paint shops at stations where (i) the composition of the paint used and (ii) the conditions under which paint spraying is carried out are, in the opinion of the A.O.C., prejudicial to the health of the personnel concerned.

2. For this purpose a sum of 2*d.* may be expended from public funds for each meal. Bills for charges incurred, up to the maximum amount allowed, supported by a certificate signed by the C.O. stating the actual number for whom the meals were provided, will be paid by the accountant officer.

3. *See* para. **1485,** clause 5, as to the occupation, during meal times, of rooms where poisonous substances are used.

2661. Airmen Employed on Night Work.—A sum not exceeding 4*d.* a head a day may be expended by the C.O. for the provision of a night meal for airmen engaged on duty (other than routine duty such as guards, hospital night orderlies, signals, &c.) at night between midnight and Réveillé. Bills will be paid by the accountant officer and will be supported by the certificate of the C.O. that—

(*a*) the duty was necessarily carried out at night; and

(*b*) the meals were actually supplied; and

(*c*) the airmen for whom meals were provided were actually employed on night work during the stipulated hours; and

(*d*) the duty was *not* routine duty.

Digitized by Google

2662. Rations for Crews of Aircraft.—1. In commands abroad when the crew of an aircraft is ordered to proceed on a flight which may exceed six hours, special rations known as the ordinary flying rations and emergency flying rations will be carried on the aircraft. The emergency flying ration will be carried on all occasions when the ordinary flying ration is carried and will be consumed only in cases of extreme necessity.

2. If in the opinion of the C.O. of a unit overseas the circumstances warrant the issue, ordinary flying rations and emergency flying rations may be issued to crews of aircraft proceeding on a flight of less than six hours' duration, but under normal conditions the normal daily ration will be prepared in suitable form to meet the requirements of the crew for the first six hours of a flight.

3. In commands at home ordinary flying rations will not be carried except in aircraft of units in the Coastal Command, and the emergency flying ration will be issued to units in that command only. The carrying of these rations will be regulated at the discretion of the A.O.C.-in-C., Coastal Command, who will also decide in what circumstances the emergency ration will be carried in addition to the ordinary flying ration.

4. *See also* para. **2657** (*g*).

2663. Cash Equivalent and Commuted Ration Allowances.—A cash equivalent allowance, in lieu of the items of the standard ration not issued in kind, plus a commuted ration allowance will be drawn for each officer, airman, naval rating or soldier in accordance with the entitlement to issue of rations in kind. The entitlement rests on the numbers in mess for whom rations may be drawn; and whether the full number of rations is drawn or not, entitlement to the cash allowances remains. The allowances are not issuable in addition to the ration allowances under para. **2659,** clauses 1 and 2. The rates will be published from time to time in A.M.Os.

2664. Issue of Foodstuffs on Repayment.—In special circumstances in which food cannot conveniently be obtained from civil sources, rations may be supplied on repayment with the approval of the air or other officer commanding, to members of the nursing service, civilian staff and civilian employees not entitled to free issues, subject to the conditions laid down in A.P. 112.

2665. Messing under Special Arrangements—Limit of Expenditure.—Where airmen are messed under special arrangements when the issue of rations in kind is impracticable, the expenditure will not exceed the full rate of ration allowance laid down in para. **2659,** clause 1, unless prior Air Ministry authority has been obtained for the arrangements in force.

2666. Responsibility for Supplies.—1. The equipment officer is responsible to the C.O. of the station for the demanding, inspection, receipt, custody while in store, and issue, of rations. The delegation of these duties does not relieve the C.O. of his responsibilities as laid down in para. **72.**

2. The orderly officer is to be present, and will inspect the commodities on their arrival at the station, and will superintend the cutting up of meat and distribution of rations to messes and individuals. If there is any doubt as to whether any commodities are fit for consumption the opinion of the medical officer will be obtained.

3. All rations drawn, from whatever source, are to be taken into store, and only such quantities as are actually necessary for each day's

Digitized by Google

consumption are to be issued. Stocks of articles of a perishable nature should be only sufficient to allow of the smallest possible working margin, especially during the summer months.

4. The greatest care is to be exercised by C.Os. to ensure that no overstocking takes place.

5. Officers authorised to demand rations from the unit store for messes and individuals will be responsible that the quantity of rations demanded is in accordance with entitlement for the period covered by the demand.

2667. Accounting for Rations.—1. All rations received into the unit ration store (including normal daily rations in kind, reserve rations and flying rations) and issued therefrom are to be accounted for in Form 1473. This account will be maintained by the accountant officer.

2. Commodities received and issued will be entered under the appropriate headings of Form 1473. At the end of each month Form 1473 will be balanced and the resultant " Remains " brought down and carried forward to the next month.

3. Items of the normal daily rations and flying rations will be accounted for as separate and distinct items, but when it may be necessary to transfer items of the flying rations to the normal ration stocks, or *vice versa*, such items will be transferred on a transfer voucher (Form 21).

2668. Stocktaking.—On the last day of each month, the equipment officer will take stock of all supplies in his custody. The description and quantity of each item of supplies in store will be entered on Form 33 which will be certified by the equipment officer. After tally card balances have been inserted the Form 33 will be passed to the accountant officer, who will insert the balances as recorded in Form 1473. Any surpluses disclosed will be brought on charge by certificate receipt voucher, Form 140. Deficiencies will be dealt with under para. **2680.**

2669. Rations for Airmen Travelling on Duty.—1. When airmen change their stations at home, whether for permanent duty or for temporary attachment to another unit, the following procedure will be followed:—

(*a*) If rations are to be issued for the journey, or if billeting is to be resorted to (*see* para. **3078**)—

(i) When the journey will be completed on the day of departure, rations and the commuted ration and cash equivalent allowances will be drawn for that day by the despatching station, and for the day following by the receiving station. The despatching station will supply the airmen with the unexpended portion of their rations made up in suitable form for consumption *en route*, together with any extras obtainable by purchases made with the commuted ration and cash equivalent allowances.

(ii) When the journey will not be completed on the day of departure, rations and the commuted ration and cash equivalent allowances will be drawn for the day of departure by the despatching station. If the airmen are to be billeted during the journey, they may either be supplied with rations made up into suitable meals for the day, other than the supper meal which would be supplied

Digitized by Google

in the billets, or they may be supplied with the full balance of their rations for use on their journey and in their billets, in lieu of the supply of a meal by the innkeeper. For the second day of the journey, if the time of arrival at the new station is after 1200 hours, rations and the commuted ration and cash equivalent allowances may be drawn by the despatching station, and meals provided as in (i) above.

(iii) If considered desirable, the commuted ration and cash equivalent allowances may be paid to the officer or airman in charge for expenditure *en route*, any balance remaining after the journey being handed to the C.O. at the receiving station. When airmen are proceeding to a port of embarkation the unexpended portion of the allowances must be paid to them.

(iv) In cases coming under (ii) above, rations and the commuted ration and cash equivalent allowances will be drawn at the receiving station as from the day following the day of arrival if the time of arrival is after 1200 hours; if the arrival is before 1200 hours they will be drawn for the day of arrival.

(*b*) If travelling allowances are to be issued (*see* para. **3078**)—

When an airman is to be subsisted by means of travelling allowances, rations and the commuted ration and cash equivalent allowances will be drawn for the day of departure by the despatching station if the departure is after 1200 hours, and by the receiving station for the day of arrival if the hour of arrival is before 1200 hours.

2. The date to which rations and the commuted ration and cash equivalent allowances have been drawn will always be stated on the transfer list.

2670. Wines and Spirits.—Wines and spirits for the use of the sick in sick quarters and small hospitals may be purchased locally, unless otherwise directed from time to time by the Air Ministry, by medical officers from officers' messes (if practicable) or from other sources in accordance with the procedure laid down in para. **2671.**

2671. Procedure for Special Purchases.—1. Charges for special purchases made under paras. **2660, 2661, 2662, 2670, 2674,** and clause 3 of this para. will be paid by the accountant officer. The entries in the monthly cash account will be supported by receipted bills and for purchases made under paras. **2670** and **2674,** by a certified copy of the medical officer's demand. In addition, purchases under para. **2674** will be supported by a nominal list (with dates) of the officers and airmen subsisted.

2. On all bills for special purchases, the rates charged will be certified to be fair and reasonable by the officer directly responsible for the purchases.

3. When foodstuffs are condemned under para. **2677,** the authority of the air or other officer commanding will be obtained before payment is made for any articles purchased in replacement.

Digitized by Google

2672. Contractors and Contractor's Accounts.—All contractor's accounts and bills will, whenever practicable, be prepared by the claimants or their agents, and not by any person connected with the R.A.F. Communications, unless specially authorised by a responsible officer, will not be made by the R.A.F. to contractors in relation to particulars of their accounts.

2673. Diets in Hospital.—1. Diets (and extras where specially ordered) will be issued for every officer, member of the nursing service and airman who is a patient in an air force hospital, according to the special scales of diets and extras laid down for hospitals in A.P. 112. Issues will be made and accounted for as laid down in Section VII of Chapter XIX.

2. When an airman proceeds to hospital, rations from the unit will not be sent with him. When an airman is subsisted in hospital, the unit to which he belongs is not entitled to claim either the rations or the commuted ration and cash equivalent allowances for that day, and where the demand has already been put forward and cannot be amended a corresponding underdrawal will be made on the next demand submitted. The airman concerned will be shown in the casualty form as struck out of rations for any period during which he is subsisted in hospital (although not admitted). Only in special circumstances (e.g. where the hospital is in close proximity to barracks, or on occasions where a large number of airmen from a unit is admitted on one day) will this procedure be varied.

2674. Rations in Sick Quarters.—An officer or airman detained in sick quarters will be subsisted in the following manner:—

(*a*) For suitable cases ordinary rations will be drawn, and the commuted ration and cash equivalent allowances will be expended on his behalf by the C.O. on demand from the medical officer. Form 193 (messing account) will be kept for patients so subsisted. Rations will normally be drawn ready cooked from the station kitchens at meal times.

(*b*) Patients who are unable to eat the ordinary ration will be struck off the ration strength, and such medical comforts and food as are necessary (e.g. milk, eggs) will, unless otherwise directed from time to time by the Air Ministry, be specially purchased for them by the C.O. on demand from the medical officer. The charges for such food will be paid as directed in para. **2671.**

(*c*) Any additional medical comforts, such as brandy, which may be occasionally required for patients unfit to travel to the nearest hospital, will be obtained as at (*b*) above.

2675. Subsistence in Detention and Prison.—1. At home stations, an airman in air force detention barracks, prison or detention room will be subsisted in accordance with the scales laid down in A.P. 112. The same scales may be used at stations abroad when deemed expedient: otherwise only such diet will be used as may be sanctioned by the air or other officer commanding. Such scales will be reported to the Air Ministry and stated in the local regulations of the command.

2. A breakfast meal may be given when necessary to an airman on the day of his discharge from a detention barrack, prison or detention room; also a dinner meal to an airman discharged in the afternoon.

Digitized by Google

3. For an airman who is necessarily rationed by his unit for a day or days on which he is not entitled to pay (e.g. when confined to camp or in court detention rooms) the ordinary ration, including the cash equivalent and commuted ration allowances, will be drawn (or the current rate of ration allowance if a ration cannot conveniently be issued for the day).

4. An airman in billets pending trial by court martial will be subsisted in the same manner as other airmen.

5. When an airman is in a civil gaol at home as a prisoner awaiting trial, either for a civil or air force offence or as a deserter, no charge on account of his subsistence will be admissible against air force funds. The rate to be paid for prisoners in prisons abroad will be such as the air or other officer commanding may order, such rates being detailed in the local regulations of the command. Charges should appear in the accounts of the unit to which the airman belongs.

2676. Reserve Rations.—1. All units at home will hold a reserve ration as laid down in A.P. 112 to meet contingencies such as breakdown in normal ration supplies.

2. Reserve rations will be accounted for in Form 1473 (Part 1), included in the "Total Receipts" and carried forward as part of the "Remains" from month to month.

3. Special care will be taken to effect a turn-over of the stock within the period of contract guarantee, or, if no such guarantee exists, within a reasonable period with a view to preventing loss by deterioration.

4. Reserve rations will be maintained by units abroad in accordance with instructions contained in the local regulations.

2677. Inspection of Foodstuffs and Condemnations.—1. The equipment officer will be responsible to the C.O. of the station for the correctness of quantities and for the condition of foodstuffs on their arrival at the ration store. He will also be responsible for the inspection of foodstuffs held on charge in the ration store, and if there is any doubt as to whether any foodstuffs are fit for consumption the opinion of the medical officer will be obtained.

2. On the application of the officer on whose charge commodities are held, a board of officers, a member of which will be a medical officer, will be appointed to examine any commodities which are considered unfit for issue, and to report on the nature and extent of the damage and cause thereof. When the value of the commodities considered unfit is less than £5, a board need not be assembled, but a responsible officer will certify as to the cause and extent of the loss.

3. All losses due to deterioration of commodities before the expiration of the warranty period are recoverable from the contractors concerned. Forms 1412 will be prepared in respect of each class of commodity condemned, and, on completion they will be forwarded through the command headquarters to the Air Ministry with the least possible delay.

4. In the case of deterioration of warranty-expired and non-guaranteed commodities, the examination will be carried out as laid down in clause 2. Form 1490 will be prepared in respect of each commodity condemned and attached to the proceedings of the board and forwarded to the Air Ministry.

Digitized by Google

5. Commodities obtained from the R.A.S.C. and found unfit for issue within the warranty period will be reported to the Army authorities concerned, by whom any necessary claim against the contractors will be made. A duplicate copy of the report will be forwarded direct to the Air Ministry.

6. Foodstuffs purchased from the N.A.A.F.I. will not be condemned otherwise than as provided in para. **1776.**

2678. Storage of Supplies.—Unit stores are intended for the temporary storage of foodstuffs until required for issue in detail to messes and individuals. The stores will be kept clean and well ventilated. All openings in the stores will be covered with flyproof gauze. Stocks will be kept as low as possible, and if any commodities are in hand they must be taken into account when demanding fresh supplies.

2679. *Deleted.*

2680. Losses, Deficiencies and Over-Issues.—Losses of foodstuffs, and deficiencies discovered in the accounts of foodstuffs, and over-issues in excess of any authorised carry-over will be dealt with in the manner laid down in para. **1332.** The procedure for assessing charges and for charging officers and airmen for such losses will follow that laid down for R.A.F. equipment in paras. **2420** and **2421.**

Section II.—Supplies Depôts.

(Home and Abroad except India.)

2690. Detailed Regulations not Given.—The regulations contained in this section are not intended to give complete instructions on R.A.F. supplies depôts. They include regulations of a general nature with which officers and airmen should be familiar. The complete instructions are contained in " Regulations for Supplies Services" (A.P. 112).

2691. Organisation.—The organisation and allocation of duties at all supplies depôts are to be arranged according to the size of the depôt and the extent of the various duties in connection therewith. In small depôts it may be possible for several duties to be under one control, but in all cases the principle laid down in Chapter III, A.P. 112, is to be adhered to.

2692. Storage of Supplies.—The main essentials in connection with the storage of supplies are dry foundations for stacks, adequate ventilation, proper system of stacking and complete arrangements for inspection and turn-over of stocks. Where commodities have a warranty period, each stack is normally to consist solely of items with the same date of warranty period. (*See also* para. **2696,** clause 3.)

2693. Provision and Maintenance of Stocks.—1. The C.O. of a supplies depôt is responsible that adequate stocks of supplies are held to meet the requirements of units based on the depôt for supplies. The quantity of reserve and maintenance stocks to be held by depôts will be authorised by the Air Ministry from time to time according to local conditions.

2. Demands for supplies (except as provided for in clause 3), are to be rendered to the officer in charge of Army supplies, or civilian contractor, as the case may be. Such demands are to be regulated according to the requirements of units based on the depôt for supplies.

Digitized by Google

3. In self-supplying commands abroad, estimated requirements of supplies are to be rendered monthly to reach the Air Ministry at least 3 months before the first day of the month for which the supplies are required. Confirmation of the estimate is to be forwarded to reach the Air Ministry not later than 2½ months before the first day of the month for which the supplies are required.

4. On receipt of the supplies at the depôt, the C.O. is responsible that each case or container is carefully examined before being taken into stock. Any light or damaged containers are to be put aside for further examination in the presence of the delivering agent.

5. In the event of it being necessary to obtain commodities which are not provided for by contract or are not available from service sources, such commodities may be obtained by means of local purchase order as laid down in Chapter III, A.P. 112.

2694. Issues of Supplies.—1. Units based on a R.A.F. depôt for supplies are to submit their demands direct to the depôt two days in advance, or as may be ordered by the C.O. of the depôt. Issues are to be made at a fixed time daily for units collecting their supplies from the depôt, but where collection is not practicable by the unit, the supplies are to be despatched by the depôt by rail, or other transport, so as to arrive at the unit on the date stated on the unit's demand.

2. Issues of supplies on repayment (except as provided for in para. **2664**) are not to be made without Air Ministry authority. Abroad, such issues may be authorised by the air or other officer commanding according to the circumstances of the case, and provided that no other satisfactory source of supply is available.

2695. Accounting for Supplies.—1. All supplies are to be accounted for as laid down in Chapter III, A.P. 112.

2. The C.O. of the supplies depôt is responsible for the demanding, receipt and issue, custody (while in store) and inspection of all supplies. He is also responsible for the accounting work in connection with supplies and he is to ensure that the accounting section does not control any work other than accounting.

2696. Inspection of Supplies.—1. All supplies received from service sources or civilian contractors are to be inspected before being taken into stock. In the case of supplies received from civilian contractors, the C.O. of the depôt is to exercise his discretion in relation to the nature of the commodities and the conditions of the contract. Where an analyst is available, a sample of every consignment delivered by a contractor is to be taken and tested by him against contract or other specification.

2. A system of continuous inspection of supplies held in stock is to be arranged by the C.O. of the depôt. Items which are considered unfit for issue are to be brought before a board of officers. When the value of the commodities considered as unfit is less than £5, a board need not be assembled, but a responsible officer is to certify as to the cause and extent of the loss.

3. In addition to the inspections referred to in clauses 1 and 2 above, all supplies with a warranty period are to be examined by a board of officers before the expiration of the warranty period. All losses due to

Digitized by Google

deterioration of commodities before the expiration of the warranty period are recoverable from the contractor concerned. Claims will not, however, be raised in respect of losses not exceeding 10*s.* in value.

4. In all cases of deterioration of supplies the C.O. of the depôt is responsible that the regulations laid down in Chapter IV, A.P. 112, are strictly adhered to.

2697. Local Sales.—1. Local sales of commodities are not to be undertaken at home without prior sanction of the Air Ministry. Containers, however, may, except where a contract exists for their disposal, or in special circumstances (e.g. single tender), be sold locally without prior reference to the Air Ministry unless they are estimated to realize £50 or more.

2. In self-supporting commands abroad, sales may be carried out under the instructions of the air or other officer commanding concerned, except that when it is estimated a sum of or exceeding £500 will be realized from the proceeds of any sale, reference will be made by the air or other officer commanding concerned to the Air Ministry for instructions, before proceeding with the sale.

3. *See also* para. **1091.**

2698. Stocktaking.—1. The C.O. of a supplies depôt is responsible that stock is taken of all commodities in the depôt once every month as laid down in Chapter III, A.P. 112.

2. Stock is also to be taken on the occasions referred to in paras. **73** and **1368.**

2699. General Equipment and Stores.—In all supplies depôts, equipment and stores generally are to be accounted for as laid down in A.P. 830.

2700. Customs and Excise.—1. For dutiable commodities the supplies depôt is regarded as a bonded house, and in the case of any contract placed for dutiable items to be delivered to the depôt, the customs authorities are to be advised of the contract in order to enable the contractor to recover any duty paid by him.

2. For issues from the depôt of excisable items at home stations the local customs and excise officer is to be given full details of the items issued. Similar action is also to be taken when excisable items are returned by units to the depôt.

3. In self-supplying commands abroad, the air or other officer commanding is to make application to the government concerned for the remission or rebate of the duties on all supplies imported or supplied for the use of H.M. forces, whether the duties are imposed by Imperial legislation or the local legislation.

2701. Transportation.—The regulations for the transport and conveyance of supplies are laid down in Chapter XXXI, Section II.

Section III.—Fuel and Light.

(*Note:—The regulations regarding the issue of the allowances in lieu of issues in kind are contained in Chapter* XXXVIII.)

2706. General.—1. The regulations contained in this Section are not intended to give complete instructions on the subject of fuel and light.

Digitized by Google

Detailed regulations, including accounting procedure, are laid down in "Royal Air Force Equipment Regulations" (A.P. 830).

2. The scales of fuel and light for personal issues are calculated upon actual requirements for the several types of quarters.

3. The scales of fuel for other than personal issues are calculated to cover general annual requirements, and do not represent detailed rates for each service named; savings on one service can therefore be applied to meet deficiencies on another, and C.Os. of units and other responsible officers will see that the fuel allowed during the year is economically and fairly distributed to meet all services.

4. The running account system, since it ordinarily requires a settlement of over-consumption only once a year, admits of fuel being drawn as actually required without special reference to season or scale, and gives ample opportunity to recover any over-consumption which may have been at any time necessary.

5. Issues of fuel or light will not be made, except on repayment, to medical or dental officers in receipt of special inclusive rates of pay or to officers whose special inclusive allowances include a provision for fuel and light. On active service with an expeditionary force, however, no repayment will be required.

6. Fuel will be issued in kind in barracks and in all government quarters or buildings outside barracks, including quarters and buildings hired at the public expense, where such issue is practicable and economical. In exceptional circumstances Air Ministry instructions may be given for the issue of fuel in kind to officers or airmen not provided with public accommodation.

7. Except as provided in para. **2710,** clause 1, light will also be issued in kind in barracks and quarters where such issue is practicable and economical.

2707. Scales and Seasons.—1. *Home.*—The scales of fuel and light applicable at home stations are laid down in A.P. 830, Volume III. The seasons are as follows:—

Winter.	*Summer.*
October to May.	June to September.

2. *Abroad.*—Issues of fuel and light at stations abroad will be made under the same general regulations as at home, but at scales and in seasons fixed for each country. These scales will be submitted for the approval of the Air Ministry and when approved will be published in local orders. The seasons approved for stations abroad are:—

	Winter Season.	*Summer Season.*
Palestine, Trans-Jordan	Nov. to Feb.	.. Mch. to Oct.
Aden	Nov. to Feb.	.. Mch. to Oct.
Iraq	Nov. to Mch.	.. Apl. to Oct.

In other countries where seasons are fixed by the Army they will be adopted by the R.A.F.

2708. Deviations from Scale.—1. In exceptional cases not provided for in these regulations, a departure from the scales laid down for fuel and light may be authorised by the Air Ministry.

Digitized by Google

2. In time of war, in oversea commands a temporary departure from the normal scales may be authorised by the A.O.C., subject to the concurrence of the Air Ministry auditor where one has been appointed. Any such variation of scales will not, however, be continued without Air Ministry authority for a longer period than six months, or, in commands to which no Air Ministry auditor is appointed, for a longer period than three months.

2709. Conditions of Entitlement to Personal Issues of Fuel and Light.—1. (*a*) Except as provided in paras. **1801, 1806, 2706,** clause 5, and **2710,** an officer or airman is entitled to the provision of fuel and light at the station, for each day on which he is on duty, and, subject to clause 2, free issues will not otherwise be admissible.

(*b*) Except as provided in sub-clause (*c*), free personal issues of fuel and light will be governed by the type of quarter allotted to an officer or airman and not by his rank.

(*c*) A married officer, not qualified as such under para. **3237,** who is permitted to occupy a married quarter under para. **1798,** clause 5 or 6, will be eligible for free issues of fuel and light at the appropriate scale for the single quarter to which he is entitled under para. **1796.**

2. In the following circumstances fuel and light may continue to be issued to an officer's or airman's quarter although the officer or airman may not be on duty at the station:—

(*a*) To a married officer qualified as such under para. **3237** (whose family is living with him), during authorised leave or sick leave for which full pay is admissible under Chapter XVIII, provided the quarter is retained.

(*b*) To all officers and airmen sick in quarters.

(*c*) To the family* of a qualified married officer for such time as they are allowed to retain quarters after the departure of the officer, when he is—

(i) absent from his permanent station on temporary duty,

(ii) posted to the Fleet Air Arm,

(iii) separated from the whole of his family by

(*a*) being posted abroad,

(*b*) being reposted at a time when, owing to illness, his family is unfit to move from the quarter occupied with the officer (the certificate of a medical officer will be required, and separation will be deemed to exist only for so long as the family is unfit to move from the quarter occupied with the officer), or

(*c*) other exigency of the service.

(*d*) To an airman eligible for family allowance or his family* whilst allowed to retain quarters—

(i) under para. **1805,** sub-paras. (*a*) to (*e*), (*g*) and (*h*), or when the airman is on sick leave.

(ii) during separation due to exigency of the service, or on the airman being reposted at a time when, owing to illness, his family is unable to travel to the new station (the certificate

* For the purpose of this section the term " family " refers only to those members who are covered by the definition laid down in para. **3027** or **3028.**

Digitized by Google

of a medical officer will be required, and separation will be deemed to exist only for so long as the family is unable to travel), or

(iii) when the airman on change of station is unable to obtain private accommodation in the vicinity of his new station, provided that his C.O. certifies that such accommodation is not available, and the family is accommodated in public quarters elsewhere.

3. In addition to the issues to families authorised under clause 2 during their separation from an officer or airman, the officer or airman will be eligible for issues in kind at his duty station as if unmarried.

4. An officer who is permitted to occupy a single quarter under para. **1801,** clause 7, will pay for fuel and light as directed therein.

2710. Light Issues.—1. Except where the illuminant is other than electric current or where light is provided from a generating plant installed in the residence, an officer or his family occupying an official residence or married quarter, or an airman or his family occupying a married quarter, will receive a supply of electric light at the public expense within the entitlement laid down in Scale E.3, A.P. 830, Vol. III, and will pay for all current consumed in excess of such entitlement. Settlement will be effected annually on 31st March or when the residence or quarter is vacated, except that when an officer or airman exchanges his married quarter for another at the same station, any under-consumption or over-consumption of current at the vacated quarter may be carried forward as a credit or debit balance to the new quarter. When the family of an officer or airman is allowed to remain in quarters and receive free issues of light under para. **2709,** clause 2 (*c*) or (*d*), any sums due in respect of consumption in excess of scale will be recovered from the family.

2. *Deleted.*

3. The detailed regulations governing the supply of electric current are laid down in Chapter 31 of A.P. 830, Vol. I.

4. An officer or airman is not entitled to a personal issue of light whilst accommodated under canvas, but oil or candles may be drawn in respect of each authorised lamp or lantern. The scale of issue is laid down in Scale E.4 of A.P. 830, Vol. III.

2711. *Deleted.*

2712. Issues to Non-Entitled Consumers.—1. *Fuel.*—Issues of coal, coke, fuel wood and kindling wood to non-entitled consumers will be made only on the authority of the Air Ministry and will be on prepayment.

2. *Electric current and gas.*—Electric current or gas may be supplied on repayment to the personnel and premises specified in Chapter 31, Section 9, of A.P. 830, Vol. I. Issues to other non-entitled consumers will be made only on the authority of the Air Ministry. All issues will be governed by the conditions laid down in A.P. 830.

Digitized by Google

CHAPTER XXXV.

ACCOUNTING FOR FINANCIAL SERVICES.

SECTION I.—GENERAL.

2720. Command Accountants—Appointment and Duties.—1. At the headquarters of independent commands at home and abroad (except India), a senior officer of the accountant branch will be appointed to be responsible, under the air or other officer commanding, for the general supervision of the personnel and duties of the accountant branch within the command. A command accountant will also be appointed to the headquarters staff of a R.A.F. expeditionary force in war.

2. While the command accountant will primarily deal with financial and accounting questions arising in relation to the cash and store accounts of the command, he will advise the A.O.C. and headquarters staff on questions involving considerations of finance and accounts on which his professional knowledge may be of value. He will also advise the A.O.C. on the accounts of non-public funds.

3. No complete detail of his duties can be given applicable to all commands, in view of differences in the organisation and functions of various command headquarters (e.g. between home and abroad). Generally speaking, however, he will carry out payment and recovery services other than those which by regulation fall to be dealt with by the station accountant officers, or by the Air Ministry. In commands abroad he will ordinarily conduct the payment and recovery services under command contracts which in home commands would be dealt with by the Air Ministry. *See* Section IX. He will observe the office procedure prescribed for accountant officers generally, so far as it is applicable to his office, e.g. the procedure for payment and recovery services contained in Section IX.

4. Except where other arrangements are specially made, he will be responsible for the cash and store accounts of the headquarters unit or units.

5. *He will be responsible to the air or other officer commanding for the inspection of all stations in the command so far as accountancy is concerned (*see* para. **48**) and for bringing to notice matters in which improved methods of accounting or financial control are desirable.

6. In commands at home and, where practicable, abroad, he or an accountant officer on his staff will carry out a surprise check of cash at each station in the command at least once in each financial year. On the occasion of such a check the cash book will be ruled off and balanced and the officer making the check will insert in his handwriting both in words and figures the amounts of the cash and bank balances agreed by him and sign and date the entries. All the entries made by the checking officer and the name of the officer signing as having made them will be included in the copy of the cash book rendered under para. **2753.**

* In certain commands abroad a Financial Adviser and Chief Auditor has been appointed. The position and duties of this official appointed on behalf of the Accounting Officer, Air Ministry, are defined in Appendix XXIV. Such appointments are not intended to affect the ordinary duties of the command accountant under the A.O.C.

Digitized by Google

2721. Accounting Organisation in Air Force Stations.—1. Accountant officers and clerks will be posted to units at home and abroad (except in India) in accordance with establishments. Small units, the establishments of which do not provide for accounting personnel, will be affiliated to some other station or unit for payment.

2. Except as may be specially laid down in Air Orders, and except at stations at which a supplies depôt is located, only one accounting section will be maintained in each air force station. Where more than one unit, excluding a supplies depôt, is located at a station the accounting personnel posted to the units, other than the supplies depôt, will be attached to station headquarters for duty in the accounting section, which will be housed in a central accounts office, dealing with both cash and store accounts.

3. The senior accountant officer on the station will control the assistant accountant officers and clerks of the accounts office and will be directly responsible to the station commander for the accounting work of the station and of the units located at or affiliated to it for accounting purposes.

4. Only one general cash account (*see* para. **2747**) will be kept for each station, but separate officers' allowances pay lists, airmen's pay ledgers, civil employees' pay lists and other subsidiary documents such as vouchers and casualty forms will be maintained for each unit, so that each unit's pay accounts may be self-contained. (*See* para. **2389** as to store accounts.)

5. Stations and units which, with the approval of the Air Ministry, maintain independent accounts for cash and equipment and stores are styled " self-accounting units for cash purposes " and " self-accounting units for equipment and stores " respectively; other units are affiliated to " self-accounting units " for accounting purposes according to the circumstances.

2722. Accountant Duties Generally.—1. The duties of a station accounting section will include—

(*a*) the receipt and disbursement of moneys for R.A.F. services and the compilation of accounts connected therewith;

(*b*) cash accounting in connection with the airmen's mess, including operation of the banking account (*see* para. **2739**, clause 4, and A.P. 112);

(*c*) the compilation of that part of the airmen's messing account dealing with the entitlement to and value of rations in kind;

(*d*) accounting work relating to R.A.F. equipment as laid down in para. **2388**;

(*e*) accounting work relating to supplies as laid down in Chapter XXXIV.

2. An accountant officer may not certify, on the C.O.'s behalf, claims, bills, or other documents which, under regulation, require the signature of the C.O. himself.

3. The senior accountant officer at the station is a sub-accountant to the Accounting Officer, Air Ministry, or to the Air Ministry auditor in commands to which an Air Ministry auditor has been appointed, on behalf of the Accounting Officer, Air Ministry, subject to the counter-

Digitized by Google

signature of his account by the C.O., and to the supervision by that officer prescribed in paras. **71** and **72.**

4. The senior accountant officer is personally responsible for the cash accounts of the unit and will have charge of banking arrangements generally. The remaining accountant officers perform their duties under his direction and supervision, but may be entrusted with such purely cash or stores duties as the senior accountant officer thinks fit, subject to the general control of the C.O. of the station. At the same time the senior accountant officer is not to regard himself merely as a supervising officer, but is to allocate to himself some definite portion of the cash accounting work and should sign all replies to Air Ministry lists of differences and submit them to the C.O. for review and countersignature. These instructions do not affect the personal responsibility of assistant accountant officers for the work allotted to them.

4A. (*a*) A warrant officer on pay accounting duties may be entrusted with accounting duties in regard to subsidiary cash accounts which may be delegated to a junior accountant officer under para. **2748,** provided that he is not required at any one time to hold more than £25 in cash.

(*b*) A warrant officer on pay accounting duties may be authorised to act as paying officer at pay parades, provided that he is required to return any unexpended balance to the accountant officer at the conclusion of each parade.

(*c*) A warrant officer on pay accounting duties may be authorised by the station commander to sign accounting documents (such as transfer lists) and correspondence on routine pay accounting matters.

(*d*) He may also be authorised to exercise an accountant officer's responsibility in connection with the compilation of the airmen's pay ledger under Section IV of this chapter and he will in this event sign the accountant officer's certificate to the pay ledger (Form 880).

(*e*) The approval of the Air Ministry may in special circumstances be given for a warrant officer to carry out other duties normally the function of an accountant officer.

(*f*) The above delegation of duties will not in any way relieve the senior accountant officer of his general responsibility for the public accounts of the station.

5. Circumstances may arise in which officers, other than officers of the accountant branch, are required either to act as officers of the accountant branch or to keep and render cash accounts for special services. For such cases *see* Section X of this chapter.

6. *See* para. **111** as to command and paras. **820** and **826** as to the employment of accountant staff on daily routine duties.

2723. Absence of Accountant Officer.—In the temporary absence of the accountant officer the next senior commissioned officer of the accountant branch will take charge of all accounting duties. Where no commissioned accountant officer is available, these duties will be discharged by some other commissioned officer detailed by the C.O.; the C.O. will then sign all cheques. Before absenting himself from the station, the accountant officer will personally hand to his C.O. a signed authority to the bank to accept the signature of the officer who has been nominated to act as his deputy for operating on the public banking account, such authority stating the period for which the deputy

Digitized by Google

will so act. If such deputy is an officer of the accountant branch, the C.O. will countersign and forward the authority, with a specimen of the deputy's signature, to the bank. Otherwise, the authority will be countersigned and transmitted to the bank by the air or other officer commanding.

2724. Responsibility for Cash and Payments.—1. The accountant officer, or the officer carrying out his duties (*see* para. **2723**), will take charge of all money received, and will be responsible for the safe custody of such money and for its being expended in conformity with the regulations. He will also have charge of, and be responsible for, the safe custody of all stocks of railway warrant books, except the book in current use, which will be in charge of an officer, other than an accountant officer, detailed by the C.O. On the issue of a new book the accountant officer will satisfy himself that the counterfoils of the old book are correctly completed.

2. Only the accountant officer, or other properly delegated officer, is authorised to make payments or to receive moneys for safe custody and other purposes (*see* para. **2745** as to safe custody of deposits); monetary transactions with any other persons will not be recognised and will be effected at the officer's or airman's own risk (*see also* para. **84**).

3. At a station where payment in foreign, dominion or colonial currency is made at rates of exchange fixed from time to time by H.M. Government, the accountant officer will take care that any abnormal use of R.A.F. facilities, such as those relating to the remittance system (including investment in the Post Office Savings Bank) and for the purchase or repayment of National Savings Certificates, is not permitted for the purpose of effecting thereby a gain by exchange. The accountant officer will not use public money in his charge for effecting an exchange of money whether tendered in sterling or in local currency unless he is satisfied that the transaction is not for the purpose of making a gain by exchange.

2725. Unauthorised Services.—1. If the accountant officer is desired by his C.O. to make a payment, or accept a charge or credit, which in his opinion is not authorised by regulations or is otherwise incorrect, he will state his objections in writing. If these objections are not removed, and the C.O. desires to pursue the matter, the procedure laid down in clause 2 will be followed.

2. Should a C.O. consider it necessary to maintain his views against the objections of the accountant officer, he will represent the matter in writing to higher authority, through the usual channels, attaching the correspondence in full. If the air or other officer commanding, to whom reference has been made, is unable to agree with the accountant officer, the case will be submitted to the Air Ministry. Pending receipt of Air Ministry decision, the proposed payment will be deferred, except in emergency at a station abroad where the C.O. or the air or other officer commanding, after taking into consideration the accountant officer's objection, may order in writing that the payment shall be made and apply to the Air Ministry for covering sanction. In such a case the accountant officer will forward a separate report, through the air or other officer commanding, to the Accounting Officer, Air Ministry. The personal liability attaching (under para. **84**) to all officers who order

Digitized by Google

disbursement of public moneys will then rest upon the officer making the order. In commands abroad where a local auditor is appointed the air or other officer commanding should obtain the advice of the local auditor before ordering payment to be made.

2726. References to Higher Authority by Accountant Officer.—When circumstances in his judgment require it, the accountant officer will refer direct to the command accountant, on matters of account, and it will be open to the command accountant to seek departmental instructions from the Accounting Officer (or the Air Ministry auditor in commands to which an Air Ministry auditor has been appointed on behalf of the Accounting Officer, Air Ministry) as to whether any particular transaction of receipt or payment is in conformity with the regulated requirements of public accounting. In commands to which no command accountant is appointed reference may be made direct to the Accounting Officer, Air Ministry, on matters of account. This does not relate to the ordinary interpretation of King's Regulations, &c., as to which any questions of doubt should be referred through the C.O. for instructions.

2727. Non-Public Accounts.—An accountant officer will not keep nor be held responsible for the non-public accounts of the unit or station, but will advise upon any points of difficulty if the C.O. so desires. An accountant officer whenever available, will, however, be detailed by the C.O. as a member of the audit board.

2728. Erasures not to be made.—Erasures will not be made in the cash books, pay ledgers or other forms of account. If a wrong entry is made, the whole entry should be ruled out so as to leave the original entry clearly legible; the new entry must be initialled by the accountant officer.

2729. Authorities for Payments to be Reviewed.—An accountant officer will be careful to review from time to time the authorities governing recurrent payments, with a view to confirming not only that continued payment is itself justified, but that the scales and conditions of payment have not varied. The officer authorising the service is the officer primarily responsible for this review; in some cases (e.g. airmen's emoluments) this will be the accountant officer himself; in other cases the accountant officer should from time to time ascertain that the authority for the service has in fact been reviewed.

2730. Authority for Bills and Claims and other Financial Documents.—An accountant officer will be careful to ensure that claims, bills and other financial documents which require the approval of the C.O. or other regularly authorised officer have been so approved, and that they are in accordance with any limits or other conditions laid down in regulations and any special instructions issued by the Air Ministry or the air or other officer commanding.

Section II.—Cash Accounting (Requisitioning, Custody, Receipt and Payment).

2739. Supply of Funds.—1. Except as provided in paras. **2848** and **2851,** stations and units at home will procure the necessary funds for

Digitized by Google

the public account weekly from the Air Ministry by means of a cash requisition (Form 8), which will be signed by the accountant officer and countersigned by the C.O. and despatched to the Air Ministry each Saturday. The Air Ministry will forward a draft to the bank for credit of the amount required (if approved) to the public account, at the same time advising the accountant officer of its despatch. The draft should reach the bank not later than Thursday in each week.

2. The accountant officer will avoid requisitioning a larger supply of funds than is likely to be required for the services of the week, having regard to any unexpended funds in hand and amounts to be received. Should a supplementary demand be found necessary he will give full particulars of the necessity therefor (*see also* para. **2742**).

3. At stations abroad the arrangements for the supply of funds will be made by the Air Ministry. The air or other officer commanding will be separately instructed as to the action to be taken.

4. The following procedure will be followed by all units at home for the provision of funds for the airmen's messing account (*see* para. **1728**):—

(*a*) A special requisition (Form 8M) will be forwarded to the Air Ministry as soon as the entitlement to commuted ration and cash equivalent allowances for the previous messing period is known.

(*b*) *Deleted.*

(*c*) The warrant issued by the Air Ministry for the money required will be made payable to the banking account "Messing Account Airmen," and no transactions regarding these warrants will appear in the banking account of the "Public Account" of the accountant officer.

2740. The Bank Account.—1. Air Ministry authority will be obtained, through the usual channels, for the opening of a public banking account. The submission to the Air Ministry will embody a recommendation as to the bank to be used, and the recommendation should take into account the nearness of the proposed bank to the station and the economical use of transport. In commands abroad to which an Air Ministry auditor is appointed the auditor will give the necessary authority on behalf of the Air Ministry.

2. The Air Ministry will take the steps necessary to have a banking account at home declared a public account within the meaning of the Exchequer and Audit Act, 1866, but before any account is opened abroad the manager of the bank will be required to furnish an undertaking, which will be forwarded to the Air Ministry or to the Air Ministry auditor, if one is appointed, with the first monthly cash account, to the following effect:—

"All money which may be deposited in this bank by any person for the Royal Air Force for the public service will be held by the bank on behalf of the Secretary of State for Air as public money, and the account thereof will be kept in the books of the bank as such, subject to the operations of the duly authorised officer.

"The bank undertakes to furnish information at all times respecting the public banking accounts of such duly authorised officers to any person deputed by the Secretary of State, and, on

Digitized by Google

demand, to surrender the balance thereof to any such authorised person or at his request to hold such balance free from the drafts of any particular authorised officer."

3. The arrangements with the bank for the opening of a public banking account (*see* clause 1) will be confirmed to the bank in writing by the air or other officer commanding, who will also enclose a specimen signature of the officer who will operate the account. Subsequent changes of signature will be authorised to the bank as follows:—

(*a*) On a change of accountant officer, the C.O. will obtain from the outgoing accountant officer a signed authority to the bank to accept the signature of the officer who has been nominated to operate the account and will countersign the authority and forward it, with a specimen of the nominated officer's signature, to the bank by registered post.

(*b*) During the temporary absence of the accountant officer, similar procedure will be followed for the nomination of a deputy, who will usually be the next senior accountant officer on the station. The authority should state the period for which the deputy will operate the account (*see also* para. **2723**).

(*c*) On the death of an accountant officer, or when, for any reason, it is not possible to obtain his signature to the authority to the bank, the circumstances will be reported to the air or other officer commanding, such report being accompanied by a specimen signature of the officer nominated to operate the account.

4. When an account is being opened the bank manager will be informed of the source (*see* clause 3 (*a*) and (*b*) above) from which he will receive confirmation of changes in the operation of the new account. He will also be requested to undertake to forward to the Air Ministry, or Air Ministry auditor, if one is appointed, every month a certificate showing the balance on the account at the bank on the last day of the preceding month. A copy of the letter to the bank arranging for the opening of the account will be forwarded to the Air Ministry for information.

5. The heading of the account in the bank pass book should show clearly that the account is solely on the public service, e.g. " R.A.F. Station.....Public Account."

6. Any sum allowed by a bank as interest on the public banking account of an accountant officer will be brought to account by him.

7. Except during the absence of the senior accountant officer on leave or sickness, &c., a junior officer will not be allowed to operate the banking account (*see* para. **2722**, clause 4).

2741. Drawings from Bank.—1. The accountant officer will draw cash as required from the bank by means of a government unstamped draft, which will be honoured by the bank only when signed by the accountant or other authorised officer, whose specimen signature will be lodged with the bank. The bank account must not be overdrawn.

2. A list of the notes and coins obtained from the bank for cash purposes will be kept in the " Coin Book."

3. For their own convenience, accountant officers should obtain as few denominations of silver coins as possible, e.g. half-crowns and florins

Digitized by Google

are liable to be mistaken for each other, therefore the first-mentioned coin should be avoided, if practicable. For other entries in the coin book, *see* paras. **2763** and **2830.**

2742. Bank and Cash Balances to be Small.—1. A larger balance of public money at the bank than is actually necessary will not be maintained. All bills (except for material*) and claims will be paid on the last day of the month or at the end of the quarter unless payment at some other date is desirable, or necessary to secure discounts, &c. The weekly requisition for cash, except that for the last pay day of the month, should therefore be limited to the amount required to pay personnel and other services which cannot be paid at the end of the month. The balance held after each weekly pay parade (except the last pay parade of the month, when it does not fall on the last day of the month) must not exceed such sums as may be necessary for casual payments during the period prior to the next pay parade, and must not exceed £20 for each 100 airmen on the strength. If, owing to the peculiar circumstances of any unit, this scale is insufficient the case should be submitted to the Air Ministry for consideration.

2. The amount of cash in the custody of an accountant officer will be as small as possible. Any cash in excess of probable requirements should at once be paid into the bank. If cash is lost the accountant officer will be called upon to justify the amount of the cash that he had in hand.

2743. Keys of Safe.—The keys of the safe will be kept as directed in para. **2256,** and the accountant officer will be responsible for any loss which may take place as a result of negligence on his part. (*See also* para. **2255.**)

2744. Receipts.—The accountant officer will, without delay, give credit in his accounts for every sum received by him. All cheques, on receipt, will at once be crossed by him to the bank at which he keeps his public account and will be paid in, for collection by the bank at the earliest possible date.

2745. Public Moneys not to be Misapplied.—1. An accountant officer will not, in any circumstances, merge with public money, money belonging to unit's funds and/or private money. He will not apply public money to any purpose not authorised by regulation, nor will he lend, or exchange, any sum for which he is accountable, or change private cheques out of public funds. He will not advance money unless such an advance is authorised by the C.O. in accordance with the regulations.

2. He is authorised to accept money deposited by airmen on application for the purchase of their discharge under para. **636.** Other moneys may be deposited for safe custody with the accountant officer under the authority of the C.O., but moneys belonging to unit funds, &c., for which officers other than officers of the accountant branch are responsible will be deposited with the accountant officer in exceptional circumstances only (*see* para. **2838** as to balances on savings association accounts). Money thus held will be accounted for on Form 885 and will not be taken into account in estimating the funds required for public services under para. **2742.**

* *See* definition in para. **2445.**

Digitized by Google

3. Cheques will not be drawn on the public account in exchange for non-public funds (e.g. P.S.I. Funds, N.A.A.F.I. moneys) except on the written authority of the C.O. in each case, which authority will be rendered to the Air Ministry with the cash account.

2746. Forms of Draft and Pass Book.—1. An accountant officer will obtain from his authorised bankers forms of draft approved by the Air Ministry. Such drafts will be exempt from the payment of cheque duty, but will provide for a receipt stamp to be affixed when required by statute.

2. The bank pass book and draft counterfoils will be retained at the unit for a period of two years from the date of the last entry. If then they are no longer required they will be dealt with in accordance with para. **2199,** clause 5. A form of receipt is appended to the draft and is intended to dispense with the necessity of obtaining a separate acknowledgment from the payee. The receipt will not be detached, but the paid draft as a whole will be enclosed as a supporting voucher when rendering the periodical cash accounts.

3. Not more than one draft book will be in use at one time. Drafts will be issued consecutively in accordance with the serial numbers. When not in use, the draft books will be kept locked up in the safe.

4. On the closing of a public banking account, all unused drafts held by the sub-accountant concerned will be returned to the bank from which they were obtained unless the closing is due to a change of location and it is possible, with due regard to the convenience of the unit, to reopen the public account at another branch of the same bank. In this case, arrangements will be made with the bank manager for the drafts held to be overstamped with the name of the new branch.

5. When a person, in whose favour a draft has been issued, reports that it has been lost by him or not received, the accountant officer will at once instruct his bankers to stop payment, and, after obtaining from them an acknowledgment that this has been done, will, on receipt of a written application from the payee, issue a new draft. Where the payee admits that he received the draft he will be required, before a new one is issued, to furnish a written undertaking to make good any sum payable by the public in consequence of the loss of the original draft.

2747. Accountant Officer to Keep Cash Book.—1. The accountant officer will keep a cash book (Form 69, 69A or 69C) which will contain the whole of his daily receipts and payments. The debit side will contain entries of all moneys received. The credit side will contain payments of every kind. Currency will be converted into sterling at the rate of exchange notified by the Air Ministry for the period in which the money is received or the payment is made. Gains on rate of exchange will be entered on the debit side, losses on the rate of exchange on the credit side.

2. A withdrawal of cash from the bank, or a payment of cash into the bank, involves an entry on both sides of the cash book, i.e. a withdrawal of cash from the bank must be shown as a payment in the bank column, and as a receipt in the cash column, and *vice versa*.

3. Except for the purpose of making the copy of the cash book required by para. **2753,** an airman will not be permitted to have access to the cash book, nor will any officer not specially authorised. The cash book will be returned to the accountant officer for safe custody whenever the accounts office is closed.

Digitized by Google

4. The cash book will be produced to the C.O. whenever he inspects the balance in the accountant officer's hands.

2748. Subsidiary Cash Accounts.—1. The cash account rendered to the Air Ministry must be comprehensive. Subsidiary accounts for sums received or disbursed by juniors cannot be accepted. The following arrangements for the accounting by junior officers to the senior accountant officer for cash entrusted to them for disbursement on the public account should, however, be in force whenever the senior accountant officer finds it desirable to delegate part of his cash work to subordinate officers.

2. The senior accountant officer will hand the junior accountant officer from time to time sums in cash of such amounts as may seem to him expedient, but in no case will the sum exceed estimated requirements for one week. The senior accountant officer will ensure that adequate safeguards are arranged for the proper custody of cash in the hands of a junior accountant officer. If safes are not available for a junior accountant officer at any particular station, the balance must be handed to the senior accountant officer for safe custody each night until the following morning, receipts being given and taken.

3. The junior accountant officer will maintain a cash book in which will be recorded such receipts and also any payments made in the order of their occurrence, Forms 900 being utilised to save separate cash book entries, where applicable.

4. At the close of each day, the entries in the subsidiary cash book will be copied by the senior accountant officer into the cash book maintained by him, and he will draw a line under the last entries in the subsidiary cash book and append his initials.

5. The subsidiary cash book will be closed and signed by the junior accountant officer and the balance handed to the senior accountant officer, who will also append his signature in token of receipt, on the following occasions:—

(*a*) weekly;
(*b*) at the end of each month;
(*c*) when a surprise check under para. **71,** clause 1 (*e*) (iii), is made by the C.O.;
(*d*) on a change of senior accountant officer or when the junior accountant officer is diverted to other duties.

6. The senior accountant officer will also from time to time make a surprise check of the cash held by junior accountant officers.

7. *See* para. **2722,** clause 4A, sub-clause (*a*), in regard to the delegation of certain duties to warrant officers.

2749. Debit and Credit Vouchers.—1. The accountant officer will be required to produce vouchers for all sums received by him for the public service. Where no other voucher is available he will prepare one on Form 1680 stating fully the nature of the receipt. The documents in support of the items of receipt, which will always accompany the monthly cash account to which they relate, will be distinguished by letters of the alphabet, commencing with the letter "A" on the first day of each month.

2. All payments will be supported by vouchers which will be distinguished by a number, commencing with the number 1 on the first day of each month.

Digitized by Google

3. On the face of every voucher the nature of the transaction and the authority, whether general or special, will be shown.

4. Every voucher on account of items credited to or debited against airmen's accounts in the pay ledger will be so certified by the accountant officer.

5. If the accountant officer is superseded, dies or is removed, his successor will commence with a new series of letters and numbers for the vouchers appertaining to his account.

6. All vouchers for payments, except travelling claims (*see* para. **2905**), allowances pay list (Form 504) (*see* para. **2781,** clause 4) and pay lists for the salaries and wages of civilian staff and employees in R.A.F. home commands and the Mediterranean (Forms 430 and 1603) (*see* para. **2978,** clause 3 (*e*)), will be prepared in duplicate, the second copy being stamped "duplicate". Original vouchers will accompany the cash account to the Air Ministry in support thereof. The duplicate vouchers, except duplicate detachment pay rolls (Form 1510) (which will be destroyed under para. **2833,** clause 1), will be retained for a period of two years by the accountant officer.

2750. Entries in Cash Book to be Made Daily.—1. Every item, whether of receipt or payment, will be entered daily by the accountant officer himself in its actual order of occurrence, so that by striking a balance at any time, the amount which should be in his hands may be ascertained. When, however, several payments are made (otherwise than by drafts) on the same day for the same service, each payment need not be entered in detail in the cash book, but a schedule on Form 900 will be attached to the vouchers where necessary, and the total amount paid during each day for each service will be entered as one item in the cash book. This schedule, which is not to be closed until the end of the month, must bear one number as a single voucher, and the receipts or sub-vouchers must bear inner letters corresponding with those assigned to them on the schedule.

2. Credit will not be taken in the cash book for any sums unless they have actually been paid within the period of the account, and no sum will be debited until actually received.

2751. Cash Book—When to be Balanced.—The cash book will be balanced on the occasions detailed in para. **71,** clause 1 (*e*). When balancing the cash book on these occasions a reconciliation of the bank balance as shown by the cash book will be effected with the bank pass book posted up to date. Any differences, i.e. outstanding drafts, will be noted in the cash book.

2752. Verification of Cash.—An accountant officer should frequently check the cash on hand with the cash book, and always after the weekly pay parade.

2753. Monthly Copy of Cash Book.—A copy of the month's transactions in the cash book with all supporting vouchers will be forwarded to the Air Ministry, or to the Air Ministry auditor in a command abroad where an Air Ministry auditor is appointed, by registered post not later than the third day of the following month, on Form 882 (home) or 883 (abroad). On the back of these forms the cash account for the month will be

Digitized by Google

summarised under the various services, both of receipts and expenditure, and a statement showing the details of the amount allocated to each service will be furnished, the voucher number or letter being quoted against each item. A list of the outstanding drafts, &c., on the last day of the month, showing the date each draft was drawn, will be forwarded with the cash account.

2754. Audit—List of Differences on Cash Accounts.—1. *Cash accounts of units at home and abroad the cash accounts of which are rendered direct to the Air Ministry:—*

(*a*) When the examination of the cash account is completed by the Air Ministry, the C.O. will be apprised on a list of differences in duplicate (Air Ministry Form 251), for the information of the accountant officer, of any observations and disallowances arising therein. The replies to the list of differences, in duplicate, countersigned by the C.O. will be returned to the Air Ministry within fourteen days of receipt, failing which an explanation of the delay must be furnished by the C.O. One copy of the list, with the decisions of the Air Ministry thereon, will be returned in due course to the C.O.

(*b*) If, after the decisions on the list of differences have been returned to the C.O., further correspondence is necessary, it will be conducted separately, the correspondence being headed with a reference to the list of differences concerned and the number of the article.

(*c*) Any sum due, as a result of an observation, from an officer still serving at the unit will be recovered and brought to account as soon as possible in the cash account.

(*d*) When the officer had proceeded to another unit at home, the C.O. of the new unit will be asked to arrange for adjustment to be effected in the cash account locally and to report that this has been done. Any delay should be reported to the Air Ministry by the C.O. of the unit in the account of which the observation originally arose.

(*e*) When the officer has been posted abroad, this fact will be reported with any relevant observations to the Air Ministry, which will effect adjustment, and no further steps need be taken at the unit. This will not absolve the accountant officer of the unit from responsibility if for any reason a loss falls upon the public.

2. *Units abroad the accounts of which are rendered to the Air Ministry auditor attached to the command headquarters.*—The instructions contained in clause 1 will generally apply. Lists of differences will be issued by the Air Ministry auditor and returned to him. When an officer has proceeded home or to another command abroad, any adjustment necessary will be reported to the Air Ministry auditor, who will take all necessary further steps.

2755. Change of Accountant Officer.—On a change of accountant officer, the cash book will be balanced on the last day on which the superseded officer is in charge, and the balance will be verified by the C.O. The C.O. will also certify that he has satisfied himself that the accountant officer taking over has been made fully acquainted with the position of all correspondence on the accounts which is still in action, particularly lists of differences on cash accounts and pay ledgers which have not been cleared up. The new accountant officer will be responsible for carrying on the

Digitized by Google

correspondence and effecting all necessary adjustments. If, however, recovery of an erroneous payment proves impossible, the facts will be reported to the Air Ministry, as the liability for making good the amount remains with the accountant officer making the improper payment. The notification to the bank of the change of signature on cheques will be made as directed in para. **2740.**

2756. Unit or Station Closing Down.—On a unit or station closing down, the cash book will be balanced as in para. **2755**; the balance will be verified by the C.O., and a copy of the transactions for the broken period will be forwarded immediately to the Air Ministry. The cash in hand will be paid into the bank and a cheque for the total amount of the balance (due allowance being made for outstanding drafts) forwarded the same day to the Air Ministry under separate cover.

2757. Units Changing Stations.—1. *Officers' allowances pay lists.*—On the transfer of a unit from one station to another, officers' allowances pay lists will be retained at the old station, closed, and rendered to the Air Ministry in the usual manner. Transfer lists will be prepared and forwarded to the accountant officer at the new station who will open fresh pay lists.

2. *Airmen's pay ledgers.*—(*a*) When a complete unit is transferred from one station to another and sea transport is involved, the airmen's pay ledgers will be retained at the old station, balanced, closed, and rendered to the Air Ministry in the usual manner. In the event, however, of the transfer taking place within a few days of the close of a quarter or of the commencement of a new quarter, special instructions may be issued by the Air Ministry to avoid the necessity of three pay ledgers being opened and closed within two quarters, e.g. in the event of a transfer taking place on say 20th June, instructions may be given for the pay ledgers opened at the new station from 21st June to be compiled for the period 21st June to 30th September. If instructions of this kind are given, vouchers for repayment issues from stock to airmen and other vouchers relating to pay ledger services can be prepared, if convenient, on similar lines.

(*b*) When a complete unit is transferred from one station to another, and sea transport is not involved, the airmen's pay ledgers will not be balanced or closed at the old station, but will be taken to the new station and will remain in use until the end of the current pay ledger period. Transfer lists will be prepared in the normal manner in respect of airmen posted away at the date of transfer. Copies of the certificates of pay parades (Form 896) held at the old station in respect of the transferred unit should accompany the pay ledgers.

2758. Cash Balance Statement.—1. When the public money is to be inspected by the C.O. (*see* para. **71**), the accountant officer will prepare a cash balance statement at the end of his cash book immediately prior to the inspection except when the inspection is made under para. **71**, clause 1 (*e*) (iii). He will show therein all public cash, advances for postage, bank balance, money deposited for safe custody (Form 885), and any casual payments which he has not been able to post in the cash book. Advances for postage will be shown in the cash balance statement as part of the public cash balance in hand, until such time as the relative vouchers or sub-vouchers can be prepared.

Digitized by Google

2. The balance due on all other accounts with which the accountant officer may be entrusted (e.g. cash deposited for custody from institute or other funds) will also be entered in the cash balance statement. Such entries will, however, be kept distinct from the balance of public money in hand.

3. All entries in the cash balance statement will be made in ink by the accountant officer personally: no erasures will appear therein, and no unauthorised person will have access thereto. The statement will be regarded in all respects as a public record and will be held available for examination by any authorised person, if required.

4. The relative vouchers, cash books, bank pass books and other documents relating to the entries in the cash balance statement will be produced to the C.O. when he is inspecting the cash.

2759. Method of Making Payments.—The accountant officer will make payments by draft, cash, money order, or postal order. Postal orders should be used only where no other method is suitable. Airmen should not be paid by draft. Drafts or negotiable documents will be handed to the payees by the accountant officer, or if sent by post they will be placed in the addressed envelopes by the accountant officer and sealed by him. He will retain the envelopes in his custody until he posts them or hands them to a post office official, or if this is not possible he will arrange with the adjutant for the safe posting of such letters.

2760. Payments by Money Order.—1. Payments to be made by money order will be entered on Form 1806, which will be taken to the nearest money order office with a cheque drawn on the public account for the amount of the money orders and the poundage. The post office officials will make out the money orders from the information furnished on Form 1806 and will stamp it in the space provided with the post office dating stamp and hand the form back to the accountant officer, together with the money orders. The Form 1806 will be forwarded to the Air Ministry with the monthly cash account to support—

(*a*) the payments made, and
(*b*) the expenditure on poundage.

2. The entry on the Form 1806 will be accepted as proof of payment of the amount entered thereon.

2761. Cash Handed to Person Other than Payee.—1. The accountant officer may not hand over cash to any person other than the person to whom it is due, unless such person produces an authority signed by the payee and witnessed by an officer of the unit. This practice should, however, be discouraged.

2. Instructions regarding the drawing of wages of a civilian employee while absent are contained in A.P. 826.

2762. Receipts to be Stamped.*—1. Receipts must be stamped at home stations by the payee whenever the money for which a receipt is

* The stamping of receipts for officers' and airmen's allowances is temporarily in abeyance pending a legal ruling on a larger question by which this point will be governed.

Digitized by Google

given amounts to £2 or upwards (even though the actual payments may have been made in sums of less than £2) except—

(*a*) when the payment to an officer or airman is chargeable with income tax, or would be chargeable if the recipient was not entitled to exemption from income tax;

(*b*) when the payment to an officer or airman is by way of imprest, or in adjustment of an account, provided he derives no personal benefit therefrom (e.g. advances for travelling expenses, payment of travelling claims, payment of library allowances, &c., do not require a receipt stamp);

(*c*) receipts for public money received by accountant officers.

2. All receipts for fees paid to civilian medical and dental practitioners and officiating chaplains should bear a 2*d.* stamp when given in respect of amounts of £2 or over (*see also* para. **2978**).

3. At stations abroad receipts will as a rule be stamped as required by the laws of the country.

2763. Record of Bank of England Notes.—Accountant officers, and other sub-accountants of the Air Ministry, will keep a separate record of all Bank of England notes (except one pound and ten shilling notes) which pass through their hands, showing the source and date of receipt, the number and value of and the method and date of disposal of every such note. This record will be kept, by accountant officers, in the coin book (*see* para. **2741**).

Note.—Other general instructions relating to the control of payments and receipts will be found in Section IX of this chapter.

Section III.—Payment of Officers and Members of the Nursing Service.

Officers.

2773. Applicability of Regulations.—The regulations contained in this section, except where specifically provided, do not refer to officers on or proceeding to the Indian establishment. The pay and allowances of these officers will be dealt with as laid down by the Indian Government.

(a) *Pay.*

2774. Mode of Payment—Selection.—1. Subject to clause 2, every officer has the option of drawing his pay either through the agents, or from the accountant officer of his unit. Having made his choice, an officer will be required to give at least six months' notice of his desire to change his channel of payment, unless he is warned for posting abroad or is posted to the home establishment.

2. An A.O.C. will decide, either generally or in any particular case, whether acting pilot officers at the flying training schools in his command shall draw their pay through the agents or from the accountant officer of the unit.

3. An officer who draws his pay through the accountant officer may request that officer to pay sums due (on account of pay or allowances)

Digitized by Google

either in cash, or by drafts, or to his bankers. (*See* Section VIII of this chapter as to allotments and remittances by officers.)

2775. Change of Channel of Payment.—1. All applications to change the channel of payment must be made, through the usual channels, to the Air Ministry and all changes authorised will, so far as is possible, take effect from the first day of the month.

2. If an officer is permitted to change his channel of payment, his account will be completed and balanced and he will be paid by the paying authority up to and including the day preceding that on which the change is authorised to take effect. His transfer list will be forwarded direct to the new paying authority unless an allotment is involved, when the procedure laid down in para. **2880,** clause 2, will be followed.

2776. Issue of Pay.—1. Except as provided in para. **2785** in regard to balances of pay on retirement, &c., the full pay of an officer will be issued monthly in arrear on the last day of each month.

2. Officers who are paid by the agents will be allocated as follows:—

(*a*) To Lloyds Bank, Ltd. (Cox's and King's Branch), 6, Pall Mall, London, S.W.1:—

Officers whose surnames begin with the letters A to R inclusive as shown in the index to the *Air Force List* (or the *London Gazette* for a first appointment to a commission).

(*b*) To Messrs. Glyn, Mills & Co. (Holt's Branch), Kirkland House, Whitehall, London, S.W.1:—

Officers whose surnames begin with the letters S to Z inclusive as shown in the index to the *Air Force List* (or the *London Gazette* for a first appointment to a commission).

2A. When a newly-appointed officer is to be paid by the accountant officer of his unit, the latter will at once notify the Air Ministry, in writing, that pay will be issued to the officer locally.

3. An officer on first appointment to a commission should obtain from his C.O. a joining certificate and should forward this, together with any leave certificate, to the authority from whom he will draw his pay. If the officer is posted for duty abroad he should forward an embarkation certificate, together with any leave certificate, to the pay authority. These certificates will be rendered to the Air Ministry by the paying authority in support of the first charge of pay in his account. For a cadet appointed to a commission from the R.A.F. College, or an officer transferred, seconded or attached (except a dental officer) from the R.N. or regular Army, a last pay certificate should be obtained by the new paying authority from the previous paying authority, on notification of the appointment appearing in the *London Gazette* or being otherwise promulgated. This certificate should be rendered by the new paying authority in support of the first charge in his account.

4. At the monthly payments, an officer will be paid his full entitlement less any authorised charges or stoppages.

5. An officer who receives his pay from the accountant officer will be paid as directed in clause 1 and a manuscript voucher will be rendered with the cash account to support the payment.

Digitized by Google

6. The manuscript voucher will be in duplicate and in the following form:—

Full Surname, Christian Names, and Rank.	Period.	Daily Rate of Pay.	Total Amount due for the Month.	Deductions for—			Net Amount Paid.	Receipt.
				Allotment.	Income Tax.	Other charges (to be supported by appropriate vouchers).		

7. An officer from abroad (except India) on leave or temporary duty at home, who is in local payment, may draw his pay from the accountant officer of No. 1 R.A.F. Depôt if he so desires: in this event, he must obtain a transfer list from the accountant officer of his parent unit and forward it, with an application for payment of pay due, to the accountant officer of the Depôt. On the expiration of his leave or period of temporary duty at home, the officer will obtain a transfer list from the accountant officer of the Depôt, and hand it to the accountant officer of the unit he rejoins abroad. In the absence of this transfer list the accountant officer of the unit abroad will issue pay only from the date the officer rejoins the unit: the officer will take all necessary steps to secure the early rendering of this list.

8. The full pay of an officer who is officially declared "missing" will be credited to his account by the appropriate agents or accountant officer up to and including the date from which he is declared "missing." Thereafter the Air Ministry will determine what issues of pay, if any, will be made. In the event of his subsequently being found to be alive, specific instructions from the Air Ministry will be obtained before issues are resumed.

2777. Officer Need not Bank with Agents.—An officer who draws his pay through the agents is not obliged to bank with those agents: he may direct them to remit the whole of his pay monthly elsewhere.

2778. Officers in Hospital.—An officer in hospital who receives his pay from the accountant officer of his unit will be paid any such amount, within his net entitlement, as he may request. If he requests to be paid otherwise than by draft to his bank, or by remittance if he is abroad, a draft for the amount required will be forwarded to him through the C.O. of the hospital who should arrange for the draft to be cashed and for sums to be issued to him as he may require.

2779. Officers Taking Passage.—On receipt of orders to prepare for embarkation, an officer is advised to communicate with his agents or bankers with a view to making such arrangements as he can with them for the provision of any funds he may require during the voyage and at intermediate ports (*see* para. **2780** as to advances).

Digitized by Google

2780. Advances of Pay.—1. An officer on posting for duty abroad or to the home establishment will be entitled to pay up to and including the day preceding that of embarkation. In addition advances may be made on the following scale:—

(*a*) Officers posted for duty to the Far East from the home establishment and *vice versa*, up to 45 days' pay.

(*b*) Officers posted for duty to other stations abroad (except India—*see* clause 2) from the home establishment and *vice versa*, up to 30 days' pay.

For pupil officers on probation proceeding to Egypt for flying training the advance that may be made, up to a maximum of 30 days' pay, will be determined by the Commandant, No. 1 R.A.F. Depôt, who will notify the number of days' pay to be advanced as follows:—

(i) Officers in the payment of air force agents	To the Air Ministry.
(ii) Officers in local payment	To the accountant officer concerned.

The Air Ministry will issue the necessary instructions to the air force agents in respect of pupil officers covered by (i) above. Payment of advances to officers, other than pupil officers referred to above, who are posted for duty abroad will be made by the agents or the accountant officer (according to whether an officer draws his pay through the agents or the accountant officer of his unit) on receipt of the officer's application for an advance, accompanied by a duplicate copy of his embarkation orders received from the Air Ministry. Advances to officers posted to the home establishment will invariably be made by the accountant officer, who, when an officer is in the payment of the agents, will report the amount of the advance to the Air Ministry by signal, stating the date on which the officer embarks.

2. An officer posted to India will be entitled to pay up to and including the day preceding that of embarkation, and an advance up to thirty days' pay issuable as laid down in clause 1. Any advance of pay will be shown on the transfer list, on which will be endorsed all authorised charges or stoppages for recovery from future issues of pay, and the transfer list will be forwarded without delay to the Controller of R.A.F. Accounts, Ambala, India. If an officer posted from a station abroad to India requires an advance of pay, the advance will invariably be made by the accountant officer, and the amount of the advance, together with the date of embarkation, will be reported by signal to the Air Ministry. When such an officer is in the payment of the agents, the date of embarkation will be so reported whether an advance of pay is made or not.

3. An officer, who is posted from a station abroad to another station abroad (excluding India—*see* clause 2), will be entitled to pay up to the day preceding that of posting, and may receive from the accountant officer such advance, not exceeding thirty days' pay, as the air or other officer commanding may consider necessary. If the officer receives his pay through the agents, any advance made under this clause must be specially reported (in addition to the entry in the cash account) to the Air Ministry, stating the date of embarkation, in order that instructions may be given to the agents to effect the necessary recovery from the officer's pay.

Digitized by Google

4. When an officer is posted to India for temporary duty he may, on production of his orders to proceed to India, obtain an advance of £20 from the accountant officer. If the accountant officer pays the officer's allowances only, the advance will be deducted from his allowance claims before payment, or, if necessary, a report will be made to the Air Ministry for recovery to be effected through his pay account with the agents.

5. *See* para. **415** as to advances for officers proceeding to Japan and China for language study.

6. Advances of pay will be recovered in full from the next issue of pay made after the paying authority becomes aware of the advance.

(b) *Allowances.*

2781. Payment of Allowances.—1. Except as provided in clauses 2 and 14, an officer's allowances will be issued by the accountant officer of his unit. No deductions or stoppages will be made from allowances without the officer's consent. (*See* A.M.O. A.99/43 as to the collection of voluntary subscriptions to the R.A.F. Benevolent Fund by means of deduction from allowances.)

2. When an officer is officially declared "missing" the accountant officer of his unit will cease to issue his allowances, and will forward to the Air Ministry a detailed statement of the allowance which may be due since the last issue was made. In the event of the officer being subsequently found to be alive, specific instructions from the Air Ministry will be obtained before issues are resumed.

3. Every officer will claim his allowances on the last day of each month on Form 835, which will be certified by the accountant officer who will use the form in conjunction with the casualty forms (Form 747) as the basis for compilation of the allowances pay list (Form 504). The name of every officer on the strength of the unit will be entered in the pay list and if no allowances are admissible a line will be ruled through the allowances columns.

4. A loose leaf record, Form 868, will be kept separately for each officer. The form will be retained in the office of payment when an officer is transferred to another unit and a new form opened at the unit to which the officer is transferred.

5. The accountant officer will take all necessary steps to secure the prompt rendering to him of Form 835 and will keep such records as may be necessary for the purpose of checking the accuracy of the claims.

6. *Deleted.*

7. An officer posted to a new unit who is entitled to claim lodging allowance in respect of accommodation at his former unit, will forward a written claim through his C.O. to the accountant officer of the new unit. The accountant officer will take steps to have the claim certified in accordance with the regulations.

8. When an officer is posted to another unit during the month, the allowance due, up to but not including the date of leaving the unit even though this may differ from the date of posting, will be paid, before leaving, on a separate pay list, which will be rendered with the cash account for the month in which payment is made.

Digitized by Google

9. In claiming his allowances for the first time at a unit an officer will notify the accountant officer whether he wishes them to be paid in cash, or by draft, or to his bankers.

10. Instructions as to the paying authorities to whom claims for allowances (except in connection with travelling) should be rendered are laid down in para. **3242.** Recovery of allowances and expenses in connection with travelling will be effected as laid down in paras. **3149** and **3161.**

11. The procedure for the payment of allowances to officers in hospital will be similar to that detailed in para. **2778** as regards pay.

12. Officers on temporary duty will not require Form 835 in respect of allowances appropriate to the temporary duty station. Form 95, which will be brought by the officer from his parent unit, will be completed in duplicate by the adjutant and countersigned by the accountant officer at the temporary duty station. Form 95 will not be required for cases coming within the scope of para. **3090,** clause 5, unless the officer actually occupies public quarters, nor will it be required in respect of periods of temporary duty at the Air Ministry.

13. One copy of the completed Form 95 will be attached to the Form 835 rendered to the accountant officer of the parent unit in respect of claims at that unit (*see* para. **3090** regarding the disposal of the other copy of Form 95). The countersignature of Form 835 by the accountant officer of the parent unit will apply only in regard to the period of service at that unit, and to the officer's entitlement in so far as it is not affected by the temporary duty.

14. An officer from abroad (except India) on leave or on temporary duty at home will normally receive his allowances from the accountant officer of the parent unit. If, however, the officer is likely to spend a long period at home, he may draw his allowances from the accountant officer of No. 1 R.A.F. Depôt, if he so desires: in this event the procedure as laid down in para. **2776,** clause 7, for the issue of pay will be followed.

15. *See also* para. **3242.**

2782. Payments—How Supported.—1. Whenever a payment is made otherwise than by draft the officer's receipts will be taken on Form 504 (*see* para. **2762** as to stamping receipts, and paras. **2759** and **2746** as to payment by drafts).

2. Payments for ration allowance issued under para. **2659** to an officer will be supported as laid down in that para.

2783. Ration Entitlement and Allowances.—1. At the end of each month the accountant officer will ascertain from the ration state (*see* para. **2863**) each officer's entitlement to commuted ration and cash equivalent allowances, and will credit the officer's account accordingly. Ration allowances admissible under para. **2659** will be similarly assessed and credited.

2. The accountant officer will be careful to ensure that rations are not claimed, or ration allowances issued, in respect of any officer who is not entitled thereto. If any issue of rations or ration allowances has been made he will abate the value of such issues from any travelling allowance to which the officer is entitled.

Digitized by Google

3. If an officer is attached to another unit away from his permanent station any ration allowance, or commuted ration and cash equivalent allowances, to which he may be entitled during the period of his attachment will be credited and paid to him at the unit from which he is detached (*see* para. **2781,** clauses 12 and 13, as to rendering of Form 95).

4. At the end of each quarter the total ration entitlement for each month of the quarter will be entered at Form IV of the airmen's pay ledger as directed in para. **2863.**

5. *See* para. **2865** as to the action to be taken when officers of the other forces are attached for rations.

(c) *General and Miscellaneous.*

2784. Transfer of Pay and Allowances.—1. When an officer is posted from one home unit to another home unit, he will be paid his allowances up to and including the day preceding that of his departure even though the date of departure may differ from the date of posting, and, if in local payment, pay up to and including the last day of the month preceding that of his posting. Any advances of pay and authorised charges or stoppages will be endorsed on his transfer list for recovery from future issues of pay, beginning with the month in which the posting takes place, and the transfer list will be forwarded without delay to the accountant officer of the unit to which the officer is posted. Any special instructions regarding pay or allowances will be attached.

2. If an officer is attached from one unit to another, his account (except as provided in para. **2776,** clause 7) will continue to be kept in the unit from which he is detached, and his claim for any allowances due for the period of attachment will be supported by Form 95 (*see* para. **2781,** clause 12).

3. When an officer is posted abroad from the home establishment, or *vice versa,* or from one command abroad to another, his transfer list will be forwarded direct to the headquarters of the command in which the unit to which he is posted is situated for transmission to the accountant officer concerned (*see also* paras. **2776** and **2780**).

4. An officer about to be posted from India, who desires to draw his pay from the accountant officer of the unit to which he is being posted, will so inform the Controller of R.A.F. Accounts, Ambala, stating the unit to which he is being posted, and requesting that the last pay certificate be sent to the accountant officer of that unit. The Air Ministry will also be informed at the same time, through the usual channels. If there is any delay in the receipt by the accountant officer of the last pay certificate, representations will be made direct to the Controller of R.A.F. Accounts, Ambala.

5. When an officer is transferred from one paying authority to another, the authority into whose payment he is transferred will, pending the receipt of a transfer list, issue only such allowances as the officer is entitled to from the date of his arrival at the new unit. At home, if an advance of pay is necessary, application will be made to the Air Ministry, supported by a statement of the circumstances; abroad the air or other officer commanding will deal with the matter as laid down in para. **2780,** clause 3.

6. When an officer is placed on half-pay he will be paid his pay and allowances up to and including the day preceding that of transfer: a transfer list will be forwarded to the Air Ministry.

Digitized by Google

7. When an officer is restored to full pay from half-pay, the Air Ministry will inform the agents, or the accountant officer of the unit to which he is posted, as appropriate, if there is any outstanding debit against the officer.

2785. Balances on Retirement, &c.—1. When an officer who draws his pay from the accountant officer is invalided, retired, transferred to the reserve, or otherwise ceases to serve on the active list, the accountant officer will obtain Air Ministry authority before issuing the balance of pay due. A transfer list will be forwarded to the Air Ministry with (where appropriate) the report required by para. **3537.** The balance of emoluments due to an officer deceased or declared missing or insane will be disposed of by the Air Ministry to which a statement of the balance due will be forwarded, supported by all relevant documents and by a statement of all claims outstanding against the officer. Any application from a relative or dependant of an officer declared missing should be forwarded to the Air Ministry and the applicant informed of the action taken.

2. When an officer in the payment of the agents leaves the service, Air Ministry authority will be obtained before the balance of any pay or other sum due is issued. Pay due and all amounts received from public funds for credit to the estate of a deceased officer will, however, be credited to the Air Ministry under the heading " Effects " and the Air Ministry notified.

3. The term " balance of pay " in clauses 1 and 2 refers to all pay issuable after instructions have been given that an officer's retirement, &c., is to be carried out on a particular date, including the issue of pay for the month in which such instructions are given if the officer's retirement, &c., is to take place during the following month. The officer will be notified by the paying authority if pay is not issued on the normal date.

2786. Documents to Accompany Pay Lists.—The following documents numbered and lettered as in the case of the airmen's pay ledger (*see* para. **2812**) will accompany the pay lists:—

(*a*) Transfer lists.
(*b*) Casualty forms (Form 747).
(*c*) Vouchers and authority for charges.
(*d*) Vouchers for allowances.
(*e*) Cashed drafts or receipts in respect of pay and allowances.

2787. Recoveries from Officers.—1. Recoveries from officers fall into three categories:—

(*a*) *Penal deductions* as laid down in Section 137, Air Force Act.

(*b*) *Administrative recoveries* in respect of over-issues of emoluments or the like, or repayments for goods or services received.

(*c*) *Voluntary payments* under clause 13.

The first two categories are mutually exclusive. Where the recovery falls within one of the categories in Section 137, Air Force Act, it is a penal deduction. Administrative recoveries on the other hand do not imply any offence on the part of the officer but merely the discharge by him of a legally enforceable obligation to the Crown, to a mess or other

Digitized by Google

service institution or to the N.A.A.F.I. Payments under (*c*) must be absolutely voluntary in character, no pressure of any sort being brought to bear upon an officer to make them. Any dissent or protest against the recovery, either in principle or amount, precludes recovery under this heading. Further, such payments can only be made where allowed by clause 13.

Penal Deductions.

2. In consequence of Section 137, Air Force Act, penal deductions from an officer can be ordered by a court martial or (in the case of officers below the rank of squadron leader) by an authority dealing summarily with a charge under Section 47 of the Air Force Act, or by the Air Council but by no other authority (except the Governor General in India). A court martial or an authority dealing summarily with a charge under Section 47 of the Air Force Act may order a deduction to compensate the State or a service institution or any other person or body for any loss occasioned by the commission of an offence of which the officer is convicted, or for which he is summarily dealt with, but otherwise deductions are made only in respect of public or service funds or property. Penal deductions are inflicted primarily as a means of enforcing discipline.

3. Penal deductions will be put into force immediately they are ordered. Although they are expressed as ordered to be made from "ordinary pay," they may in consequence of Section 140 of the Air Force Act be recovered also from any sums due to the officer other than allowances which are payments in lieu of issues in kind (as to which *see* para. **2781,** clause 1). Deductions imposed by the Air Council will normally be recovered by instructing the officer to forward a cheque to the Air Ministry, which order will be complied with immediately, notwithstanding any further appeal that may be made. Deductions awarded under Section 47 of the Air Force Act in respect of public funds or property will normally be recovered by instructing the officer to hand a cheque to the accountant officer of his unit; the cash account or cash accounts in which recovery has been effected will be notified to the Air Ministry. Other deductions awarded under Section 47 of the Air Force Act will normally be recovered by instructing the officer to pay the amount to the accountant officer of his unit, who will remit it forthwith to the person, institution or department entitled to receive it.

4. Subject to clause 3, the procedure to be followed as regards notification, rates of recovery, &c., will be the same as laid down in the subsequent clauses for administrative recoveries. (*See* para. **3414,** clause 8, as to the stoppage of pay for a period of absence without leave.)

Administrative Recoveries.

5. The officer will be notified forthwith of any recoverable amount due from him, whether arising locally or at the Air Ministry, and will be informed of the proposed method of recovery. If he admits liability his consent is sufficient authority for the recovery and no formal order for recovery is necessary.

6. The officer will either admit liability or if he disputes the claim will at once notify his objections to his C.O. in writing. The C.O. will settle the case or forward the matter to higher authority if required by the officer. Where an appeal has been forwarded recovery will remain

Digitized by Google

in abeyance pending a decision. Recoveries without the officer's consent can be made only by order of the Air Council under para. 7: but officers should not lightly disregard the ruling of their superiors nor unduly press their right of appeal to the Air Council. Recovery when ordered by the Air Council will be effected forthwith notwithstanding any further appeal.

7. Recoverable claims arising at the officer's station will be dealt with by the accountant officer unless reference to the Air Ministry or to the air or other officer commanding is required by regulation. The accountant officer will normally present the claim in writing and (subject to clause 6) will recover the amount from the officer's pay if pay is issued locally; otherwise he will call upon the officer to settle the matter by direct payment or by agreed deductions from allowances. Claims arising at the Air Ministry may in certain cases be referred to the accountant officer for recovery, but where the officer is in agents' payment and the recovery is one which should be made from pay, the claim will normally be referred to the agents for recovery as in clause 12. If local recovery is ordered by the Air Ministry the accountant officer will report to the Air Ministry when recovery has been effected. (*See* para. **2780** for special instructions as to recovery of advances of pay and paras. **2788** and **2789** as to other special cases.)

8. Recoveries effected locally will be remitted to the persons, departments or services to which they are due, or they will be credited to public funds, as may be required.

9. Where recovery is made locally from pay the recovery will be at the rate of one-third of the pay due. If the amount so withheld from the next issue is insufficient to meet the claims in hand, the rate at which future recoveries are to be made will be referred to the Air Ministry for decision. Any special circumstances will be reported, and, pending the receipt of instructions, recovery will continue at the rate of one-third of the pay due.

10. If any officer leaves his station before the claim can be recovered, the accountant officer will endeavour, through the usual channels, to recover direct from the officer if he is serving at home or in the same command abroad and if local recovery is appropriate. Otherwise he should report to the Air Ministry if the claim arises at home or to the Air Ministry auditor in commands abroad where an Air Ministry auditor is appointed, for the necessary action to be taken. (*See* para. **2754** as to procedure for recovery of claims arising on Air Ministry lists of differences on cash accounts.)

11. The accountant officer will report to the C.O. any undue delay in the settlement of claims, and the C.O. will take the necessary action to hasten the settlement. If settlement has not been effected within one month, and no written appeal has been received, the case will be reported to the Air Ministry, and the accountant officer will ensure that the matter is brought to a definite conclusion.

12. When recovery is to be effected by the agents the procedure will be as follows:—

(*a*) *Claims notified by the Air Ministry.*—The Air Ministry will give instructions to the agents to make the appropriate deduction from the issue of pay for the month in which the instruc-

Digitized by Google

tions are received, unless the officer is serving abroad, when deductions will be made from the succeeding month.

(*b*) *Claims notified otherwise than by the Air Ministry.*—The appropriate deduction will be made from the issue of pay for the month in which the notification is received by the agents. If, however, the claim is notified too late for the officer to be acquainted by his agents before the day of issue, the deduction will be made from the succeeding month. If an officer is serving abroad, deduction will be made from the month succeeding that in which notification is received by his agents, or the succeeding month, as appropriate.

Voluntary Payments

13. When an air or other officer commanding receives the proceedings of a court of inquiry into, or other report on, any loss of or damage to public or service property, he may, if he holds an officer under his command culpable, allow him to pay a sum not exceeding £10 to make good the loss or damage in whole or in part provided that:—

(*a*) the officer pays voluntarily and not in order to avoid a court martial or proceedings under Section 47, Air Force Act; and

(*b*) the officer is not suspected of theft or fraud or connivance thereat; and

(*c*) a payment in excess of £10 is not considered to be merited; and

(*d*) either the gross amount of the loss or damage is within the financial limit of the air or other officer commanding under Appendix VI or the gross amount of the loss or damage does not exceed £50; and

(*e*) the air or other officer commanding has the power to convene a court martial for the trial of the officer or to dispose of proceedings against him under section 47, Air Force Act, and would normally take this action should it be necessary in respect of any act or neglect occasioning the loss or damage.

2788. Hospital Charges.—1. Charges due from officers (except those referred to in clause 2) in respect of the maintenance of themselves or their families in hospital at home will be recovered by the Air Ministry by deduction from pay. The necessary notification (monthly) to the Air Ministry will be made as follows:—

(*a*) *Air force hospitals.*—By the accountant officer administering the pay accounts of the hospital, on Form 1643, signed by the C.O. of the hospital and bearing, if possible, the officer's acknowledgment. Accountant officers should secure the return of the counterfoil of Form 1643.

(*b*) *Civil hospitals.*—By the accountant officer of the officer's unit, who should furnish particulars on Form 1643, and secure the return of the counterfoil.

(*c*) *Other hospitals.*—By the hospital direct.

2. Recovery of hospital charges from officers of the Reserve of Air Force Officers and the Auxiliary Air Force (other than permanent staff) will be effected by the officer responsible for the issue of pay.

Digitized by Google

3. All hospital charges abroad will be recovered by the local accountant officer.

2789. Recovery in Respect of Dental Treatment.—When Form 664B, in duplicate, is received from a dental officer in respect of dental treatment on repayment (*see* para. **1570**), the amount will be recovered from the officer concerned and the duplicate copy will be returned to the dental officer endorsed with a reference to the cash account in which the amount due from an officer is brought to account. The original copy of Form 664B retained by the accountant officer will be rendered to the Air Ministry as a voucher to the cash account.

(d) *Members of the Nursing Service.*

2790. Payment of Members of the Nursing Service.—Particulars of the pay and allowances to members of Princess Mary's R.A.F. Nursing Service are laid down in A.P. 1075.

SECTION IV.—THE AIRMEN'S PAY LEDGER.

2800. Pay Ledger—Compilation.—1. The pay ledger (airmen), Form 880, will be kept in duplicate and will contain the names of all airmen serving in the unit or station for the period to which the ledger relates. One copy (which will be the witnessed ledger at pay parades—*see* para. **2830**—and will be rendered to the Air Ministry for audit) will be known as "No. 1 ledger" and the other as "No. 2 ledger." The names will be entered by ranks in alphabetical order, a suitable space being left between each letter group so that fresh names may be added.

2. In the ledger will be recorded against each airman's name in the appropriate column—

(*a*) official number and date of enlistment;
(*b*) entitlement to family allowance;
(*c*) rank;
(*d*) trade and group;
(*e*) period for which pay, &c., is admissible;
(*f*) rate of pay, non-substantive pay, badge pay, hard-lying money;
(*g*) pay due;
(*h*) allowances due;
(*j*) miscellaneous credits;
(*k*) cash issues;
(*l*) allotments;
(*m*) other charges.

The pay accounts of the accountant officer's own clerks and any other airmen employed in the accounts office will be kept in separate ledger sheets which will be incorporated at the end of each quarter in the main ledgers, the sheets for No. 1 ledger being kept personally by the accountant officer in every detail, and those for No. 2 ledger by a senior pay accounting clerk.

3. If it is necessary to use a column in the pay ledger for more than one service the amounts relating to each service will be distinguished

Digitized by Google

by the use of different coloured inks and a note made at the foot of the column stating the various services.

4. The two copies of the ledger and of the abstract of the ledger (Form 881) will be compiled independently and concurrently.

5. The ledger will be kept constantly complete by the entry of every transaction or particular at the time of its occurrence. It will be compiled up to and including the last Friday of each calendar quarter; and it will be closed and the No. 1 ledger sent to the Air Ministry by registered post within fourteen days after that date or when a unit is disbanded. A new ledger will be brought into operation on the day following the last Friday of each calendar quarter. The accountant officer will take steps before the end of each pay ledger period to transfer to the new ledger as much information as is possible concerning emoluments, allotments, &c., and will aim at having these details completely entered before the first pay parade in the new pay ledger period. Until debit and credit balances have been ascertained, transferred and checked, great caution will be exercised in deciding the amounts to be paid (*see* para. **2757**).

6. A complete check of service documents with airmen's pay accounts will be made during the quarter 1st April to 30th June (unless some other period has been specially sanctioned by the Air Ministry) for all airmen in the accountant officer's payment on the last Friday in June, to ensure that the rates of substantive and other pay, allotments, &c., are correct. (*See also* para. **2111.**) The accountant officer will bring to the notice of the proper authority any errors or omissions in documents which may be observed and will when rendering the pay ledger for that period endorse thereon a certificate that this check has been carried out and steps taken to correct any discrepancies observed.

2801. Allowances to be Credited.—The following allowances, when due to an airman, will be credited to him in the appropriate columns of the pay ledger:—

(*a*) Lodging, fuel and light allowances (*see* Chapter XXXVIII, Sections II and IV).

(*b*) Ration allowance (*see* Chapter XXXIV).

(*c*) Quarterly clothing allowance (*see* Chapter XXXII, Section II).

(*d*) Colonial allowance (*see* Chapter XXXVIII, Section VIII).

The claim for lodging allowance will be certified by the C.O. of the station.

2802. Currency.—1. Pay and allowances due to airmen abroad will always be credited to their accounts in the pay ledger in British currency, unless special rates of pay and allowances are authorised in the currency of the country in which they are serving.

2. Cash payments in the currency of the country in which the airmen are serving will be converted into sterling for debit to their accounts at the rate of exchange obtaining for the period in which the payments are made, unless instructions to the contrary are received from the Air Ministry. Rates of exchange for the currency of the various countries in which airmen are serving will be determined by the Air Ministry and notified by cable if necessary.

Digitized by Google

3. The accounts of the native soldiers employed at stations abroad and chargeable to R.A.F. votes will normally be kept in the currency in which their rates of pay are fixed. The totals of the respective pay lists or pay ledgers will be converted into sterling, at the rate of exchange laid down in clause 2, for booking against R.A.F. votes.

2803. Recruits, Opening Ledger Accounts for.—When a recruit, after attestation, is posted to a unit, an account will be opened in the pay ledger for him in conformity with the particulars contained on the Form 339 relating to him.

2804. Transfer Lists.—1. As soon as the posting of an airman to another unit is notified to the accounts office of a unit, his account in the ledger will be completed to the date of notification without waiting to collect debits and credits that may be outstanding. A transfer list (Form 899), prepared from the ledger and duly signed by the accountant officer, will be forwarded without delay to the accountant officer of the new unit. (*See* paras. **2965,** clause 7, and **2966** (*d*) for airmen posted to India, and **2810,** clause 1, for airmen transferred to the reserve.)

2. The transfer list will show—

(*a*) official number;
(*b*) full name;
(*c*) rank, trade and group;
(*d*) the daily rates of pay;
(*e*) rate of allotment and type (indicated by "Q," "V," or "S" as laid down in para. **2885A**) and date to which charged ("None" to be inserted if no allotment has been made; as regards stoppages, *see* para. **3467,** clause 11);
(*f*) credit or debit balance (latter in red ink);
(*g*) inclusive date to which pay and allowances have been credited;
(*h*) date to which rations have been adjusted (*see* para. **2669**);
(*j*) income tax; and
(*k*) any other material facts relating to the airman's emoluments such as a special authority for rank or pay; the number of days' leave since 31st March during which lodging allowance has been paid to an airman on the lodging list; &c.

3. Pay will not be credited to an airman's account in the pay ledger until his transfer list or Form 339 is received (*see* para. **2803**). An accountant officer will take all necessary steps to obtain missing transfer lists. (*See* para. **2832** as to advances.)

4. The transfer list of an airman posted to another unit while on leave will show the inclusive dates to which leave has been granted, and his address.

5. When a transfer list is received the accountant officer will at once insert the details in the pay ledger. He will check the rates of emoluments and the other particulars given on the transfer list with the regulations and the airman's service documents.

6. If an accountant officer is not satisfied as to the accuracy of the particulars inserted on a transfer list, he will immediately take such steps as may be requisite to ensure the adjustment of any discrepancy.

Digitized by Google

2805. Central Band.—An airman of the R.A.F. Central Band will be borne for pay, accommodation and rations by the unit to which he is attached for duty. His account will be dealt with in the same manner as that of an airman borne on the strength of the unit.

2806. Attachments.—1. Except as provided in para. **2805**, the pay account of an airman attached to another unit will remain with the accountant officer of his parent unit.

2. The accountant officer of the airman's original unit will complete and send to the accountant officer of his new unit a Form 65 (attachments advice list), in duplicate, completed as to Section A. The accountant officer of the unit to which the airman is attached will enter the airman's name on a separate folio of the pay ledger, and advances of pay and other debits (if any) will be entered in the appropriate columns in the ledger.

3. When the airman returns to his parent unit, Section B of Form 65 will be completed and both copies forwarded to the accountant officer of the airman's parent unit, who will debit the airman's account in his pay ledger in the "Miscellaneous Charges" column with the total charges shown at Section B of the forms, complete Section C, and return one copy of the form to the accountant officer of the unit to which the airman was attached. The second copy will be retained by the accountant officer of the parent unit and rendered to the Air Ministry as a voucher to the pay ledger in which the debit entry to the airman's account is made.

4. On receipt of Form 65, duly completed at Section C, by the accountant officer of the unit to which the airman was attached, that officer will credit the airman's account in his pay ledger in the "Miscellaneous Credits" column with the amount certified to have been debited to the airman's account in the pay ledger of the parent unit and render the form to the Air Ministry as a voucher to the pay ledger in which this credit entry is made. Pending the return of Form 65 from the parent unit, the charges against the airman will remain a debtor balance and will be carried forward to the next quarterly ledger, if necessary.

5. When the period of attachment of airmen extends beyond the end of a pay ledger period Form 65 will be completed as stated above, up to the last day of the pay ledger period inclusive, and the accountant officer of the parent unit will forward new Forms 65 for such airmen for the ensuing pay ledger period.

2807. Special Notations in Remarks Column.—The following special notations will be made in the remarks column of the ledger:—

(*a*) Balance on deserter's accounts.
(*b*) Income tax—monthly amount to be recovered.
(*c*) Every entry on the casualty form (Form 739) affecting the emoluments or service of an airman.
(*d*) The authority for any increase or decrease in an airman's daily rate of pay.
(*e*) The cause of an airman's absence from his unit.
(*f*) The authority for the payment of hard-lying money.

Digitized by Google

(*g*) Notations concerning "List of differences." The date, a précis of contents, and the number of the official communication will be inserted.

(*h*) Particulars of new allotments and of alterations in or cessations of allotments.

(*j*) The para. of King's Regulations under which an airman is discharged.

2808. Imprisonment and Detention.—Except as provided in paras. **1195** to **1197, 1208** and **1209,** an airman sentenced to imprisonment or detention will not be discharged from the unit's books unless special instructions are issued, but the forfeiture of time will be shown in the remarks column in red ink on the ledger, specifying the inclusive dates.

2809. Debts of Recovered Deserters.—When a deserter is recovered, application will be made to the Air Ministry for information as to the state of his account at the date of desertion.

2810. Non-Effective Accounts.—1. The accounts of airmen who become non-effective will be closed in the ledger and credit balances dealt with as follows:—

Dead or discharged insane or declared missing.—Balances to be notified to the Air Ministry on Form 901 (*but see* para. **662,** clause 5, as regards an airman invalided for mental disease who is capable of giving a valid receipt). In the event of an airman declared "missing" being subsequently found to be alive, specific instructions from the Air Ministry will be obtained before issues are resumed.

Deserters and airmen declared illegally absent.—Balances will be carried forward from pay ledger to pay ledger until action has been taken for the disposal of any necessaries handed into store for custody (*see* A.P. 830, Vol. I). A transfer list will then be rendered to the Air Ministry, and, if there is a credit balance, the account will be closed by an entry in the "Miscellaneous Charges" column, "Transfer List to Air Ministry £ *s. d.*" If there is a debtor balance on the account, the entry "Transfer List to Air Ministry" (with date) will be made in the "Remarks" column, action will be taken as laid down in clause 3, and the debtor balance will be carried forward from ledger to ledger until authority has been received to write off the debt or any part thereof. The amount written off will be credited to the airman's account in the "Miscellaneous Credits" column. Any portion of the debt that may be ordered to be recovered from a third party will continue to be carried forward in the ledger until recovery is effected. The amount recovered will be entered in the "Miscellaneous Credits" column and the account closed.

Discharged.—Balances to be settled by the accountant officer.

Transferred to the reserve or discharged from regular service and enlisted in the reserve on the following day.—Credit balances to be settled by the accountant officer. Debtor balances will be notified on Form 556 to the Accountant Officer for Reserve Pay, Record Office, for recovery from reserve pay if issued. A separate transfer list will be completed and forwarded to the Officer i/c Records for each airman transferred to or enlisted in the reserve. Neither debtor balances nor allotments will be shown on these transfer lists, but the

Digitized by Google

following note will be made in the remarks column when airmen are transferred to the reserve in debt—" Form 556 for debtor balance of £.....has been passed for recovery to the accountant officer issuing reserve pay."

2. Special instructions for the compilation of non-effective accounts in certain circumstances are contained in Section III of Chapter XXXII.

3. A debtor balance on the account of a non-effective airman other than an airman transferred to the reserve, discharged to service pension or invalided, will be reported to the air or other officer commanding who will investigate the circumstances in which the debt occurred. If he is satisfied that blame does not rest with any officer or airman he may authorise the write-off of the debt under Appendix VI when the amount is within his powers as therein defined. The report to the air or other officer commanding will be accompanied by a statement giving full particulars as to how the debt arose. Until the receipt of the instructions of the air or other officer commanding as to the disposal of the debt, the balance will be carried forward from pay ledger to pay ledger. The instructions (in original) of the air or other officer commanding regarding the disposal of the debt will accompany the pay ledger in which clearance is effected. A debtor balance on the account of an airman discharged to service pension will be reported to the Air Ministry for instructions as to the action to be taken. Action as regards the debtor balance on the account of an airman invalided will be taken in accordance with the procedure laid down in para. **3695,** clause 3.

2811. Balancing of Airmen's Accounts.—1. The accounts of all airmen will be balanced whenever the ledger is closed and the balance will be transferred to the next account.

2. The balance due to or from an airman on joining from another unit will be entered in the "Miscellaneous Credits" or "Miscellaneous Charges" column as appropriate, in red ink. The balance due to an airman transferred to another unit will be entered in red ink in the "Miscellaneous Charges" column and a balance due from an airman will be entered in red ink in the "Miscellaneous Credits" column.

2812. Documents to Accompany Pay Ledger.—1. The following documents will accompany the pay ledger whenever, under para. **2800,** it is sent to the Air Ministry:—

(*a*) Abstract of ledger.
(*b*) Transfer lists.
(*c*) Casualty forms (Form 739).
(*d*) Copy of general charges barrack damages account.
(*e*) Vouchers for clothing and equipment, &c., on repayment.
(*f*) Vouchers for damage charges.
(*g*) Vouchers for allowances.
(*h*) Miscellaneous vouchers.

2. Vouchers accompanying the pay ledger will be lettered or numbered consecutively as laid down in para. **2749,** but the letter "L" will be prefixed to the letters and numbers.

2813. Retention of No. 2 Ledger.—The accountant officer may be required at any time to forward to the Air Ministry the No. 2 ledger

Digitized by Google

and casual payments book for examination. He will take all necessary steps to guard against their being tampered with, and retain the No. 2 ledger for two years from the date of the transactions recorded therein, and the casual payments book for three years.

2814. Audit—Lists of Differences.—When the examination of the ledger by the Air Ministry is completed, the accountant officer will be apprised on a "list of differences" of all corrections made therein, or discrepancies or omissions discovered, and of all other charges raised. If the account is continued, all such corrections will be made by him in his open ledger for the current period immediately after receipt of such notification, care being taken to comply with (*g*) of para. **2807.** When the errors have occurred in the accounts of airmen who have been transferred to other units, extracts containing the necessary information and Form 556 will be forwarded forthwith to such units and a note showing the unit advised and the date of such advice will be inserted on the list of differences, which will be returned to the Air Ministry as soon as the corrections have been made. *See also* para. **2754.**

2815. Barrack Damages.—1. Every charge made under para. **1853** against an airman will be entered in the appropriate column of the airman's account in the pay ledger. Such entries in the pay ledger will be supported by the corresponding claims made by the works officer on Form 1923.

2. A "General charges barrack damages account" will be kept at the end of the cash book. The account will record all claims received and will show all sums recovered from officers, or from other sources in cash, and all sums debited against airmen in the pay ledger. The balance of this account will be taken into consideration in fixing the amount to be charged against individuals in connection with any subsequent claim. A copy of the account will be forwarded with the pay ledger to the Air Ministry.

3. If damages are recovered in cash (e.g. from an officer) the amount will be paid into the public account and the Form 1923 rendered with the monthly cash account. If the damage charges on any one Form 1923 are recovered partly in cash and partly by debiting the airmen on the pay ledger, a dummy voucher will accompany the cash account certifying that the damage vouchered for £..... has been recovered, £..... in cash and £..... on the pay ledger, and that the voucher will be forwarded with the pay ledger.

2816. Pay Ledger Charges.—1. The accountant officer will be responsible for ensuring that, in respect of every entry on the casualty form involving a charge against an airman, the charge is made in the appropriate column of the pay ledger. In respect of hospital charges information will also be obtained from Form 1643 from air force hospitals, Army Form W.5135 from military hospitals, or similar form from naval hospitals. Such particulars from civil hospitals as are necessary to establish whether or not charges are due, will be obtained from the medical officer authorising admission.

2. Whenever any other charge has to be made the accountant officer will ensure that, where necessary, he receives the appropriate voucher,

Digitized by Google

which will invariably accompany the ledger to the Air Ministry. Where, however, the accountant officer pays a bill, the amount of which is distributed as a charge against one or more airmen, he will certify on the bill that the airman or airmen has or have been charged and state the period of the ledger in which the charge appears: such bills will be used as vouchers to the cash account.

3. Airmen will not be debited with fractions of a penny. On receipt of the damage or repayment vouchers from the equipment or other officer, the accountant officer will strike out in red ink any fractions included in the total amount to be debited to each airman's account and will make the corresponding amendment to the grand total recovery to be effected on each voucher.

4. When Form 664B, in duplicate, is received from a dental officer in respect of dental treatment on repayment (*see* para. **1570**), the amount due from an airman will be debited to his account in the pay ledger, and the duplicate copy will be returned to the dental officer endorsed with a reference to the pay ledger in which the sum due is so debited.

5. *See* para. **2946** as to income tax; para. **3467** as to maintenance stoppages; para. **1545** as to hospital charges; para. **2547** as to washing and mending of underclothing; para. **1853** as to barrack damages; para. **2420** as to losses, deficiencies and damage to R.A.F. equipment; para. **1646** as to losses, deficiencies and damage to medical and dental stores; para. **2911** as to charges incurred by airmen attached to Army units; para. **1706** as to outstanding mess bills of members of sergeants' messes who are reported missing. (*See* A.P. 980 regarding airmen's contributions under the Widows', Orphans' and Old Age Contributory Pensions Act.)

2817. Claims of Other Government Departments.—1. Recoverable claims from airmen's accounts by other government departments will usually be notified to the accountant officer by the Air Ministry. The amount to be recovered will be debited in full against the airman's account and recovery of the resulting debtor balance made by abatement of the weekly pay issues in accordance with the instructions given. When the debt has been entirely cleared the Air Ministry will be informed and payment of the claim to the other government department will be made by the Air Ministry.

2. Where a recoverable claim by another government department is made direct instead of through the Air Ministry, the Air Ministry should be informed of the claim and the rate of recovery that has been decided on by the air or other officer commanding. The procedure for debiting the airman's account and payment of the claim of the other government department by the Air Ministry will be as laid down in clause 1.

3. Claims of other government departments will not be allowed to prejudice the recovery of sums due to Air Ministry votes.

2818. Adjustment of Belated Credits and Debits.—1. After an airman's account has been transferred from the payment of one accountant officer to another and the usual transfer list has been rendered, a further adjustment may arise on the account (e.g. a claim for clothing issued on payment that has been overlooked).

Digitized by Google

2. A second transfer list will not be rendered in such cases, but the accountant officer to whom the account has been transferred should be requested by memorandum, on Form 556, to credit or debit (as appropriate) the airman's account at his new unit with the amount in question. The certificate contained in the lower portion of the form will be detached, completed, and returned to the accountant officer from whom it was received. The accountant officer originating the claim will then clear his pay ledger by crediting or debiting (as necessary) the amount in the miscellaneous credits or miscellaneous charges column. The accountant officer must carry forward the amount as a balance on the airman's account from one ledger to the next until this clearance certificate has been received. The upper portion of the form will support the debit or credit to the airman's account in the pay ledger of the unit to which he has been transferred and the lower portion of the form will support the clearance of the item in the pay ledger of the unit from which the airman was transferred.

2819. Adjustment of Arrears of Good Conduct Pay.—Upon receipt from the Officer i/c Records of confirmation of the award of a G.C. badge, the adjustment of arrears of pay (if any) will be effected as follows:—

(*a*) When the amount of arrears due is stated on the notification from the Officer i/c Records that amount should be credited in the pay ledger.

(*b*) Where the Officer i/c Records states that the accountant officer will assess the arrears, the accountant officer will refer to the airman's service documents and will make the necessary deductions in respect of any forfeiture of pay, &c., effected during the period since the date from which the badge is awarded. The accountant officer will at the same time ascertain that the badge has not been forfeited subsequent to the date of the award; in this event, the accountant officer will credit the badge pay to the airman's account only for the period for which it was admissible and will bring the matter to the notice of the C.O. for the publication of a casualty form entry regarding the forfeiture of the badge.

2820. Fines Imposed on Airmen by Civil Courts.—1. When an airman is fined by a civil court of summary jurisdiction, the clerk of the court will notify the amount of the fine to the officer (if any) attending the court under the provisions of para. **1133.** That officer will proceed as in clause 7 of that para, and will, if he pays the fine, be reimbursed by the accountant officer of the airman's unit.

2. If no air force officer attends the court, the clerk of the court will notify the amount to the C.O. of the airman's unit. The accountant officer of that unit will then remit the fine promptly to the clerk of the court, unless the circumstances are those stated in para. **1133,** clause 8.

3. The amount of the fine will be debited to the airman's account in the pay ledger and cash payments will be restricted if necessary, subject to para. **3475.**

4. An acknowledgment of receipt will always be obtained from the clerk of the court and will be rendered in support of the entry in the cash account.

Digitized by Google

SECTION V.—PAYMENT OF AIRMEN.

2830. Payment of Airmen—General Procedure.—1. The accountant officer, under the C.O., is charged with the duty of making payments to airmen and of keeping the requisite accounts. He only, or such assistant officer as he may, where necessary, entrust with the duty, is authorised to issue money for such payments. All payments will be made by him personally or, in his absence, by another commissioned officer or authorised warrant officer (*see* para. **2722,** clause 4A, sub-clause (*a*)).

2. The C.O. will arrange for airmen to be paraded for payment every Friday (or every other Friday where payment is made fortnightly) at the time most convenient to the service and when the smallest number of airmen will be absent, and for the payment on the same day of those airmen who were absent on duty from the general pay parade. The pay ledgers will be held in safe custody by the accountant officer during any interval between the parades. Any payment made to airmen serving in the accounts office, whether made at the pay parade or separately, will be inked in by the accountant officer himself in No. 1 ledger; No. 2 ledger may be inked in by a senior pay accounting clerk, but all the payments entered in No. 2 ledger will be checked by the accountant officer against those in No. 1 ledger. Airmen at outstations, or in hospital, will be paid as directed in paras. **2833** and **2834.** Warrant officers will not attend pay parades with airmen but will be separately paid by the accountant officer.

3. From the provisional entries in the pay ledger (as to which *see* clause 7), the accountant officer will prepare a list in the coin book of the coins necessary to effect the payments due. The list in the coin book will record the coins required by each folio of the pay ledger. The total coins required will be obtained from the bank and entered in the coin book in accordance with para. **2741.** On conclusion of a pay parade or supplementary pay parade the statement in the coin book will be completed by notation of the coins not actually disbursed.

4. The general and supplementary pay parades will be made in the presence of two witnesses, other than the accountant officer or members of his staff, detailed by the C.O. Whenever possible these same witnesses should attend both parades. The witnesses will be any two of the following—commissioned officer (including an officer of Class "CC" of the Reserve of Air Force Officers), civilian of officer status, warrant officer. Both copies of the ledger will be taken to the pay parade and the payments made inked in in both. One of the witnesses will watch the payments made while the other will watch the clerk ink in, in the No. 1 ledger, the amounts paid to the individual airmen. Any error made in inking in the amounts in No. 1 ledger will be corrected and initialled by the paying officer in the presence of the witness before any further payment is made. No alterations to the figures entered in the No. 1 ledger may be made after the pay parade is dismissed. No special witnessing of the entries in the No. 2 ledger need be carried out; the entries in this ledger will be compared with the No. 1 ledger and any necessary amendments initialled by the accountant officer after the completion of the action required at clause 10. All necessary deductions

Digitized by Google

from the normal pay due each week to each airman will have been arrived at before the pay parade, and the witnesses will satisfy themselves that the amount called out and entered in ink in the No. 1 ledger is actually paid to the airman concerned. (*See also* para. 2838.)

5. An airman should satisfy himself that the sum he receives agrees with the amount that was called out for payment to him. No dispute with regard to the amount received can be entertained after the airman has left the pay table. At every pay parade a notice to this effect will be prominently exhibited at the pay table.

6. *Deleted.*

7. Before the payments are made all figures, including totals, will be inserted in pencil in the ledger, and the accountant officer will scrutinise the entries in respect of each airman's entitlement.

8. The names of the airmen and the amounts payable will be called out by the clerk in charge of the No. 1 ledger, who will also ink in the amounts paid at the general and supplementary pay parades.

9. On completion of the various parades the pencilled amounts (*see* clause 7) remaining unpaid will be lined through in ink in the presence of the witnesses, the pencil totals being correspondingly amended in ink. The correct totals of the No. 1 ledger will then be carried to the abstract and the accountant officer will satisfy himself by a check of the remaining balance of cash that the total amount recorded as paid agrees with the amount distributed. A certificate on Form 896 of the total amount issued at the general and supplementary pay parades will be prepared and signed by the officer by whom the payments were made, by the witnesses and by the pay clerk who called out the names and amounts at the pay table. If these persons did not attend both the general and supplementary parades a separate certificate must be prepared for each parade.

10. The accountant officer will satisfy himself by such check as is necessary that the payments and totals entered in the No. 2 ledger agree with those of No. 1 ledger, and will initial all amendments in No. 2 ledger before any further pay parade is held.

11. The signatures on Form 896 will be taken to certify the following facts:—

(*a*) The witnesses—that the airmen were duly paraded and correctly paid in their presence and that the entries in No. 1 ledger were made and sums unpaid struck out in their presence.

(*b*) The paying officer—that he paid the airmen the amounts to which they were entitled and that all amendments initialled by him were dealt with strictly in accordance with clause 4.

(*c*) The pay clerk—that any amounts not paid were lined through in the No. 1 ledger and that, these amounts excepted, the sums appearing in this ledger were paid to the airmen against whose names they are entered and that the amounts shown as paid have been correctly totalled.

11A. The paying officer, before paying out begins, will ensure that the witnesses are made acquainted with their duties under clauses 4 and 11.

12. Airmen unable from any cause to attend either the general or supplementary pay parade will be paid individually by the accountant

Digitized by Google

officer, their receipts for the amounts paid to them being obtained in a book for casual payments (Form 898) which will be kept (except when required for posting payments made in the pay ledger) in the personal custody of the accountant officer, by whom the amounts paid will be entered. Casual payments will be entered, in red ink, in both pay ledgers in the columns appropriate to the week in which they are paid, by the pay clerks. Such entries will be independently checked immediately with the entries in the casual payments book by, wherever possible, the accountant officer. Where circumstances justify the course, however, the accountant officer may delegate the duty of checking the posting into the pay ledger to a warrant officer (accounts) or to a N.C.O. (accounts) not below the rank of sergeant. The warrant officer or N.C.O. to whom this duty has been allotted will note and initial the casual payments book, or Form 1510 maintained for casual payments, to the effect that the postings have been checked. The accountant officer will satisfy himself that this has been done, by making occasional test checks of such postings, and will also initial the casual payments book, or Form 1510, at the time. In no circumstances, however, may the responsibility for the disbursement of cash be delegated otherwise than is provided for under paras. **2722,** clause 4A, and **2748.**

13. The amounts of the casual payments made on the casual payments book, by detachment pay roll, by money or postal orders, &c., during each week or fortnight (according to the system of payment) will be added to the certificate of payment. Casual payments made after the last pay parade, up to and including the last day of a month, will be supported in the cash account rendered to the Air Ministry by a supplementary certificate of payment (Form 896) and the amounts paid will be entered in the last weekly payment column of the pay ledger for the month in which the payments are made, with the exception that payments made after the close of the pay ledger period will be debited in the first weekly payment column of the new ledger.

14. The total of the weekly payments recorded on the certificates (Form 896) will be credited in the accountant officer's cash book, and, on the examination of the monthly cash account at the Air Ministry, the amounts will be provisionally allowed pending the subsequent audit of the pay ledger.

2831. Assessment of Amounts to be Paid to Airmen.—1. At all pay parades, except the first in each pay ledger period, an airman will be paid an approximate amount, not exceeding his net entitlement after due allowance has been made for all charges on account of income tax, forfeiture of pay, hospital charges, barrack damages, clothing, &c., on repayment, travelling warrants or other authorised abatements entered in the appropriate columns of the pay ledger (*see* para. **2587,** clause 4, as to clothing allowance for apprentices and boy entrants). Payments in English money will be made in multiples of a shilling; payments in foreign money in multiples of such units of foreign currency as may be found convenient.

2. Airmen absent on duty, on leave or sick in hospital, at the time when payments are made may be paid the arrears on rejoining their units.

3. Cash payments may be made to an airman on joining a unit whose transfer list has not been received, on the basis of his substantive rank

Digitized by Google

and trade less the qualifying allotment, if he is married, and the voluntary allotment (if any) which should be ascertained from the airman.

4. The exact amount of the balance due to an airman on closing the ledger will be paid to him, whenever possible, at the first pay parade in the subsequent pay ledger period.

5. *See* para. **3475** as to the minimum payment to be made to an airman who is in debt to the Crown.

2832. Advances of Pay, etc.—Advances will not be made to airmen in excess of their entitlement, except—

(*a*) As provided in para. **3475.**

(*b*) At home—to airmen proceeding on leave, who may be paid, on the authority of the C.O., the pay and allowances admissible for the period of leave granted. Without such authority pay and allowances should be sent to the airmen weekly by money order.

(*c*) Abroad—(i) to airmen proceeding on local leave who may be paid, on the authority of the C.O., the pay and allowances admissible for the period of leave granted.

(ii) to airmen returning home on leave (except from India)* who may be issued with pay for the periods specified in (*f*) together with ration allowance for the same period. The airmen will be advanced before embarkation a sum sufficient to pay the embarkation officer the cost of messing for the estimated voyage period. Alternatively, the C.O. of the airman's unit will have the amount due forwarded direct to the embarkation officer and the airman's account debited with the sum. The balance of the voyage pay and allowances due will be notified to the O.C. R.A.F. on board for issue at his discretion. The funds required for this purpose by the O.C. R.A.F. will be provided as laid down in para. **2835** and the payment made on the ship will be accounted for as laid down in that para.

(*d*) On disembarkation at Southampton the embarkation officer is authorised to issue further advances calculated on the following three factors, but not exceeding £4 to any one airman:—

(i) Amount required to pay any balance of messing charges for the voyage.

(ii) Amount required to pay single or return railway fare to home address.

(iii) £1 for personal expenses pending receipt of further advances from the accountant officer of No. 1 R.A.F. Depôt.

Advances made by the embarkation officer under this authority will be issued on detachment pay rolls prepared in duplicate. One copy will be sent immediately to the accountant officer of the Depôt; and the other copy will be rendered with the embarkation officer's sub-imprest account to the accountant officer of the R.A.F. Station, Calshot.

(*e*) The account of an airman granted leave from abroad will be transferred to the accountant officer of No. 1 R.A.F. Depôt who

* The arrangements for the voyage pay of airmen returning home on leave from India are made by the India pay authorities and on arrival they pass into the pay of the India Office. No advances can be authorised from air force funds.

Digitized by Google

will on application issue pay and ration allowance monthly in advance. He will charge the advances made by the embarkation officer under (*d*) against the airman's account in the Depôt pay ledgers and accordingly reduce the first advance of pay and ration allowance, after taking into account any credit balance that may be shown on the airman's transfer list. The airman's account will be re-transferred to the accountant officer abroad when the airman proceeds to rejoin the unit to which he belongs.

(*f*) To airmen drafted abroad from home or *vice versa*, pay, and if the airmen are eligible at the date of embarkation, lodging and/or fuel and light allowance, will be credited in advance as follows:—

Malta	6 days.
Egypt	10 days.
Aden	15 days.
Iraq	25 days.
Malaya	31 days.
China	36 days.

Airmen drafted from one station abroad to another will be credited with such advances as will cover the period of the particular voyage. No payment in respect of these advances will be made by the accountant officer (*see* para. **2835** as to method of payment). *See* Section XII of this chapter in regard to drafts proceeding to and from India.

(*g*) To airmen proceeding to India on temporary duty, who may be paid, on the authority of the C.O., an advance of pay to cover the estimated period of their detention in India.

(*h*) As specially authorised, to an airman who applies for it, by the C.O. if he is personally satisfied that the circumstances warrant an advance. Advances made under this sub-para. will not normally exceed seven days' pay and allowances.

2833. Detachment Pay Roll.—1. Airmen on detachment who cannot be paid at the ordinary pay parades, or who cannot receive advances from the accountant officer of another unit (*see* para. **2806**) will be paid by means of a weekly detachment pay roll (Form 1510). The accountant officer will prepare the roll in duplicate and forward the original with the money (draft, money order, etc.) to the officer commanding the detachment, who will pay the airmen, obtain their receipts on the roll, and return it, together with any money he has been unable to disburse, to the accountant officer. The amounts disbursed will be entered by the pay clerks in the appropriate weekly payment column and the entries independently checked as laid down for casual payments in para. **2830,** clause 12. The duplicate will then be destroyed. The original detachment pay rolls will be used as vouchers to the monthly cash account.

1A. When convenient, payment to airmen on detachment may be made in the presence of witnesses. The witnesses will be as provided in para. **2830,** clause 4, and they will complete the certificate on the reverse of Form 1510. The procedure laid down in clause 1 will apply in all other respects.

2. Airmen on detachment without an officer or warrant officer will be paid individually by money order.

Digitized by Google

3. The procedure laid down in clause 1 will apply equally to airmen attached to Army units.

2834. Airman in Military or Air Force Hospital.—1. Whilst in hospital, an airman may receive cash payments at the discretion of the C.O. of the hospital, who will bring the airman's requirements to the notice of his unit. Where the hospital is located in the vicinity of the patient's unit or detachment an officer should visit the hospital weekly and make necessary payments. Otherwise, detachment pay rolls (Form 1510), together with remittance, will be sent to the C.O. of the hospital, who will arrange for payment, obtain receipts, and return the pay rolls.

2. From the amounts paid an airman will meet minor hospital charges for stamps, &c.

3. An airman in hospital may authorise the accountant officer to make a remittance to a third party from the balance of pay due to him. The remittance request from the airman must be countersigned by a medical officer of the hospital.

2835. Payment of Airmen on Board Transports (except Airmen Proceeding to and from India).—1. An advance of pay and allowances will be credited in accordance with para. **2832** (*f*), the airmen's accounts closed and transfer lists rendered to the accountant officer, No. 1 R.A.F. Depôt, so as to arrive at least three clear days before the airmen are due to embark. The accountant officer of the Depôt will assess the amount required for the payment of airmen during the voyage from the balances due as shown by the transfer lists, plus an amount for contingencies to enable airmen who are in debt and airmen whose credit balances do not amount to the equivalent of 6*d*. a day for the voyage period to be paid at the rate of 6*d*. a day during the voyage, or 1*s*. a day for outward voyages, and to meet any charge except for damages to owners' or government stores which may be incurred by airmen after the whole of the balances due to them has been disbursed and will arrange for the amount assessed, together with the transfer lists, being placed at the disposal of the O.C. R.A.F. on board the transport. (Separate transfer lists must be prepared for airmen proceeding on the same ship to different stations abroad.) The accountant officer of the Depôt will also forward with the transfer lists some Forms 65, 739, 743, 882 and 1510 for use during the voyage.

2. When drafts for more than one command abroad embark on the same ship, a separate cash account will be kept for each draft, and the money received for all drafts will be allocated to each draft strictly in accordance with the amounts payable to each separate draft. The O.C. R.A.F. will appoint an officer to pay each draft and keep the cash account for that draft. He will ensure that the officer appointed will be one who will accompany the draft concerned to the port of disembarkation. Casualty forms for the voyage period will be prepared separately for each draft.

3. The accountant officer of the Depôt will inform the O.C. R.A.F. on board as to the accountant officer abroad to whom each account and balance is to be rendered and the manner in which the money is to be expended on the separate drafts; and the account and balance handed to the accountant officer of the station abroad will be reconciled with the exact amount allocated to the particular draft by the accountant officer of the Depôt. Amendments or notes will not in any circumstances be

Digitized by Google

made on transfer lists by officers commanding drafts. The accountant officer of the Depôt will forward to the Air Ministry, with his cash account for the month, the receipt of the officer to whom the funds for payment of airmen during the voyage have been handed.

4. When airmen are proceeding abroad from the home establishment, the accountant officer of the Depôt will notify to the accountant officers carrying out headquarter services of each command abroad the number of airmen comprising the draft for the command concerned and the exact amount of money handed to the senior draft conducting officer for disbursement on account of the draft for that command. Similarly the accountant officer abroad advancing cash to a draft conducting officer coming home or proceeding to another command abroad will notify to the accountant officer of the Depôt, or to the accountant officer detailed to carry out headquarter services of the command abroad, respectively, the number of airmen comprising the draft and the amount of the advance made.

5. The O.C. R.A.F. will pay the airmen during the voyage at his discretion (but not in excess of the balance due to each airman respectively) and obtain receipts on Form 743 or Form 1510 for the amounts paid to them. Care will be taken to restrict cash issues to airmen who incur charges for damages, &c., during the voyage period so that they may have pay in hand to meet the claims on disembarkation.

6. On arrival at the port of disembarkation abroad, the O.C. R.A.F. will forward to the accountant officer carrying out headquarter services the transfer lists for the airmen disembarking, together with an account on Form 882 of the disbursement of the credit balances shown thereon and any unexpended balance, accompanied by all supporting vouchers and the casualty forms for the voyage period for that particular draft. If the O.C. R.A.F. is not disembarking he will hand over the balance of money and the documents to the senior draft conducting officer, who will give a receipt for them, and will forward them to the accountant officer carrying out headquarter services. If no air force officer disembarks with the draft, the balance of money and the documents will be handed to the embarkation officer at the port of disembarkation, who will give a receipt for them and forward them to the accountant officer carrying out headquarter services.

7. The accountant officer detailed to carry out headquarter services in commands abroad, or the accountant officer of the Depôt at home will enter the airmen in his pay ledger for the current period, crediting them with the balance shown on the transfer lists and charging them with damages and all payments and other disbursements on their account on board ship, making the necessary entries on their accounts required by the voyage casualty forms. He will then balance and close their accounts and will prepare fresh transfer lists showing the amended balances and forward them to the accountant officers of the units to which the airmen have been posted. He will account in his cash account for any balance of cash handed over by the officer conducting the draft. (*See* para. **1020** as to recovery of charges for loss or damage on board ship.)

8. The procedure laid down in clauses 1 to 7, relating to drafts of airmen proceeding from the home establishment to commands abroad, will apply to drafts which proceed from a command abroad to the United

Digitized by Google

Kingdom, or to another command abroad; the duties assigned in those clauses to the accountant officer of the Depôt will be carried out abroad by the command accountant. The transfer lists of airmen proceeding to the United Kingdom from commands abroad will be forwarded on arrival in England to the accountant officer of the Depôt.

9. When an airman drafted to a station abroad is disembarked at a port *en route* owing to sickness or any other cause (except when awaiting transhipment) he will be regarded as attached for purposes of pay and rations where applicable to the nearest air force unit. Form 65 (attachments advice list) (in duplicate) completed as to Section A, together with extracts from casualty forms affecting him, will be rendered by the O.C. R.A.F. on board to the accountant officer of the unit to which the airman is attached, who will take action as in para. **2806**. The airman's original destination will be regarded as the parent unit, the accountant officer of which will be informed of the port and reason of disembarkation. He will take him on pay from the original transfer list and debit him with voyage advances, &c.

10. If an airman is landed at a port where there is no air force station (e.g. Gibraltar) advances of pay will be made by the Army paymaster at his discretion. The Army paymaster concerned will be informed by the O.C. R.A.F. on board of the net weekly rate of pay admissible and will be requested to recover advances of pay and other charges from the accountant officer of the airman's original destination.

11. In the event of (*a*) the airman's return home or (*b*) his decease, outstanding charges will be notified immediately to the accountant officer of the parent unit (i.e. original destination) who will balance the airman's account and in the case of (*a*) forward a transfer list to the Depôt, and in the case of (*b*) notify Air Ministry on Form 901.

12. If the airman is absorbed into the command in which he disembarked sick, &c., on instructions from the Officer i/c Records, outstanding charges will be forwarded to the accountant officer of the original destination, who will be informed of the amended posting and will then balance the account in his ledger up to the date of reposting and forward a transfer list to the unit to which the airman has been posted.

13. Similar procedure will be carried out as regards an airman disembarked sick, &c., *en route* from a station abroad at a station other than his destination.

13A. When no R.A.F. officer accompanies the airmen on the voyage the O.C. troops will make the necessary arrangements for the payment of the airmen out of the R.A.F. imprest and will hand the balance of cash and pertinent documents to the R.A.F. officer attending disembarkation, or, if there is no R.A.F. officer present, to the Army paymaster attending disembarkation in the case of homeward voyages, and, in the case of outward voyages, to the Army officer carrying out the duties of disembarkation for the R.A.F.

14. Airmen who proceed individually in vessels in which there are no officers who can undertake the pay duties prescribed in this para. may be paid the regulated advances laid down in para. **2832** (*f*) prior to embarkation.

15. As regards airmen proceeding to and from India *see* paras. **2965, 2966** and **2967.**

Digitized by Google

2836. Payment of Family Allowance.—1. The conditions governing the entitlement of an airman to family allowance, and the procedure to be followed in giving effect to his entitlement, are contained in Chapter XXXVIII.

2. Payment of family allowance to families resident in Great Britain, Northern Ireland and Eire, irrespective of whether the airmen are serving at home or abroad, will be made by means of books of allowance forms, which can be cashed weekly in advance on Thursdays.

3. Payees should notify the Air Ministry direct, as early as possible, of all changes in address and state whether such changes are permanent or temporary, and, if temporary, for how long.

4. Payment to families living abroad, whether with the unit or not, will be made by an air force accountant officer if one is stationed in the country. If no such officer is available, payment will be made by a colonial or consular officer or an Army regimental paymaster. Where payment cannot be effected by one of these officers, payment will be made by the Air Ministry, by foreign money order, monthly in arrear.

5. When payment is made by an accountant officer abroad, the allowance will normally be paid weekly in advance. Where, however, local circumstances render it desirable, the allowance may be paid fortnightly (one week in arrear and one week in advance, or fortnightly in arrear, as may be expedient). Payments will be shown in detail on Form 903, the total sum paid being brought to account in the monthly cash account. Normally payment will be made to the airman and an authority should be obtained from his wife to make payments to him on her behalf. This authority should be obtained, and retained, by the accountant-officer. When payment is made to an airman's wife, her receipt will be obtained on Form 903.

6. No issue of family allowance will be made by an accountant officer abroad until—

(*a*) a transfer authority has been received from the Air Ministry or other unit abroad; or

(*b*) the airman's claim on first entitlement has been provisionally examined and passed to the Air Ministry, as provided in clause 7.

The number and date of the authority for payment will be noted against the first issue of family allowance on Form 903. The transfer authority from the Air Ministry will show the following:—

(*a*) Particulars of airman's family, including the names and ages of the children.

(*b*) Gross rate of family allowance and date up to which paid.

(*c*) Recovery made in respect of occupation of married quarter and date up to which effected.

(*d*) Net rate of family allowance paid.

(*e*) Over-issue of family allowance to be recovered from future payments.

(*f*) Period for which allotment has been advanced in respect of the voyage under para. **2833.**

When an airman's family proceeds from one unit abroad to another unit abroad, or to the United Kingdom, similar details should be furnished

Digitized by Google

to the new paying unit, or, for families proceeding to the United Kingdom, to the Air Ministry.

7. In the event of family allowance becoming issuable to an airman's wife while abroad with her husband, Form 850, together with the certificates prescribed in para. **3356** will be forwarded to the Air Ministry immediately on completion by the airman. Where provisional payment of the allowance is being made as provided in clause 5, the date from which payment has been made and particulars of the weekly rate in issue will be noted on the form. Form 850 will be prepared and forwarded as above even if no actual payment is being made by reason of a similar sum being chargeable under para. **1805B.**

8. An accountant officer may be held responsible for any over-payment of family allowance due to non-notification of a casualty or inaccurate or insufficient information, provided he was in possession of the facts.

9. Where payment is being made direct by the Air Ministry, the qualifying allotment, and any voluntary allotment made in connection with family allowance, will always be paid with that allowance. Where the allowance is being paid by an accountant officer abroad under clause 5, an allotment, qualifying or voluntary, will only be issued when the service duties of the airman necessitate his frequent absence from the station where his family resides and when payment is in consequence often made to his wife during his absence.

2837. Payment of Maternity Benefit.—Maternity benefit under the National Health Insurance Act will be paid and accounted for by the accountant officer as laid down in A.P. 980.

2838. Investments in National Savings Certificates.—1. An airman desiring to invest will each month (usually before the first pay day of the month) inform his flight or section commander of the amount he wishes to be invested during the month, and how much he wishes to be retained from his pay on each pay day during that month. The flight or section commander will insert this information on National Savings Association Form 518, and pass the form to the treasurer of the association, through the accountant officer. The latter officer will note to regulate the weekly cash payments to the airman accordingly.

1A. If, at a station where payment in foreign, dominion or colonial currency is made at rates of exchange fixed from time to time by H.M. Government, the commercial rate of exchange should vary from the rates so fixed to such an extent as to be likely to encourage the abuse, for the purpose of effecting a gain by exchange, of the facilities provided by the R.A.F. regulations, the amounts accepted in local currency during any one calendar month from an airman who desires to purchase National Savings Certificates must not exceed the total of his pay and allowances for the month, and if he also, within the same month, wishes to remit under the procedure in clause 1 of para. **2887,** the total amounts accepted must not, in the aggregate, exceed the total of the airman's pay and allowances for the month.

1B. Applications for repayment of National Savings Certificates abroad will be made to the local National Savings Associations. When the circumstances outlined in clause 1A prevail, the sums paid to an

Digitized by Google

individual in local currency during any one calendar month on account of the repayment of National Savings Certificates will not exceed the total amount of his pay and allowances for the month and the number of certificates to be repaid through the savings association will be restricted accordingly. Applications for repayment of National Savings Certificates in excess of these limits should be made direct to the Controller, Money Order Department, General Post Office, London, on the appropriate form to be obtained from the accountant officer.

2. On the last pay day of the month the amount held back for investment will be paid to the airman at the pay parade. The treasurer of the savings association will attend the pay parade with the Forms 518 referred to at clause 1 and obtain from the airmen concerned, after they have received their pay, the amounts they had signified their intention of investing, if they still desire and are able to make the investment. As the payments to the savings association are purely voluntary, an airman, although he has signified an intention to invest, may withdraw altogether or reduce the amount for investment, or other liabilities incurred by the airman during the month may have reduced the balance of pay available for investment, and in these cases the necessary amendments will be made on the Form 518 and initialled by the airmen concerned and by the treasurer. On handing over the money for investment each airman will sign Form 518 in the space provided, and the form will be retained by the treasurer. The airman will see that the amount paid is entered in the member's subscription book held by him. In the event of an airman who has signified a desire to invest being prevented from attending the last pay parade of the month the treasurer must arrange separately for the collection from the airman of the amount to be invested.

3. The maximum number of savings certificates that can be purchased with the total monthly subscriptions plus any balance left over from the previous month (*see* below) will be purchased without delay, and the balance remaining in hand, if any, will be deposited with the accountant officer for safe custody in accordance with the provisions of para. **70.** The balance remaining in hand should always be less than the purchase price of the lowest denomination of savings certificate. At home stations, where savings certificates can be purchased at post offices, it should normally be practicable for the treasurer to make the necessary investments on the pay day. When exceptional circumstances prevent this the whole of the funds collected for investment should be handed to the accountant officer for safe custody overnight. At stations where purchases of savings certificates are made from the command accountant the money for investment may be exchanged with the accountant officer for a cheque drawn on the public account in favour of the command accountant.

2839. Deposit of Airmen's Savings in the Post Office.—1. An airman may authorise the accountant officer of his unit, by signing R.A.F. Savings Association Form 2, to withhold weekly an amount of 1*s.* 0*d.*, or any multiple of 1*s.* 0*d.*, from his pay and forward the amount withheld to the Post Office Savings Bank for deposit in the airman's account. The weekly deduction authorised by the airman will then continue to be made and the amounts remitted monthly to the airman's Savings Bank account until he informs the accountant officer in writing of his wish to vary or cease the remittance. He may so inform the accountant

Digitized by Google

officer not more than once every three months. Unless cancelled by the airman, the deduction will continue when he is posted to another unit. The amount to be withheld and remitted to the Post Office will be entered on Form 887 (Form 899 for postings to India) before its despatch to the new unit. Details of the scheme of investment in the Post Office Savings Bank, including the purchase of National Savings Certificates on behalf of the airman by the Savings Bank, will be found in A.M.Os.

2. Once each month, accountant officers will cause the amounts withheld from pay to be entered on R.A.F. Savings Association Form No. 1, which will be made out in triplicate, each amount withheld also being entered in the airman's account in the ledger. Accountant officers of stations at home will send two copies of the form to the Controller, Post Office Savings Bank, together with a cheque for the total amount charged against airmen. The cheque will be made payable to H.M. Postmaster-General and crossed "Bank of England" and should reach the bank before the first day of the following month. One copy of the form will be returned to the accountant officer stamped in acknowledgment of receipt of the cheque. This receipted copy will become a voucher to the cash account in support of the entries in the airman's account in the ledger. At commands abroad, other than India, the payment will be made by a separate remittance in favour of the Postmaster-General. A copy of this remittance list will become a voucher in support of R.A.F. Savings Association Form No. 1.

2840. Voluntary Subscriptions to the R.A.F. Benevolent Fund.—1. An airman may authorise the accountant officer of his unit, in the manner given in A.M.O. A.99/43, to debit one-sixth of a day's pay in the pay ledger on the first day of March, July and November of each year as a subscription to the R.A.F. Benevolent Fund.

2. Payment of the amounts so debited in the pay ledger will be made to the Fund as indicated in the A.M.O.

3. When an airman is in debt to the Crown, the subscription will, for the purpose of para. **2884**, be treated as a voluntary allotment.

SECTION VI.—PAYMENT OF R.A.F. OFFICERS AND AIRMEN SERVING ON BOARD H.M. SHIPS.

2847. General.—The procedure laid down in this section is subject to any overriding instructions that may be issued from time to time to meet special or abnormal circumstances.

2848. When a R.A.F. Accountant Officer is on Board.—Normally R.A.F. accountant officers are not borne in H.M. ships, but, if a R.A.F. accountant officer is so borne, the pay and allowances of R.A.F. officers and airmen will be dealt with in all respects as for R.A.F. units on shore. The R.A.F. accountant officer will obtain funds from the naval accountant officer of the ship.

2849. When a R.A.F. Accountant Officer is Not on Board.—1. When there is no R.A.F. accountant officer on board, but there is on board a R.A.F. officer (including a R.N. or R.M. officer holding a R.A.F. com-

Digitized by Google

mission) in command of the R.A.F. complement, the latter officer will be responsible for carrying out the payment procedure detailed hereafter. If no such R.A.F. officer is on board, the payments to R.A.F. personnel will be made by the naval accountant officer of the ship.

2. The accounts of R.A.F. personnel serving with the Fleet Air Arm will be maintained as follows:—

(*a*) In the Mediterranean, other than R.A.F. personnel of the Fleet Air Arm accounted for by the Accountant Officer, R.A.F. Station, Kalafrana.*	By the Accountant Officer, R.A.F. Station, Hal Far.
(*b*) In the Far East, other than R.A.F. personnel of the Fleet Air Arm accounted for by the Accountant Officer, R.A.F. Station, Seletar.*	By the Accountant Officer, R.A.F. Station, Kai Tak, Hong Kong.
(*c*) In all other areas	By the Command Accountant, Headquarters, Coastal Command.

Stocks of the forms required on board ship for officers to claim allowances due to them (Form 835—*see* para. **2850,** clause 2), for the payment of airmen (Form 1510—*see* para. **2851,** clause 1) and for officers and airmen to claim travelling expenses and allowances (Form 1771—*see* para. **3150**), will be supplied by the accountant officer maintaining the accounts.

3. The accounts of airmen will be maintained on shore in a separate pay ledger for each ship.

4. When the pay ledgers for the respective ships have been closed, balances, &c., carried forward to the new ledgers and the No. 1 ledgers and vouchers rendered to the Air Ministry, the No. 2 ledgers of the respective ships will be forwarded to the officer in command of the R.A.F. complement on board each ship respectively for inspection by the airmen. The ledgers will be transmitted by registered post and should be returned to the accountant officer within two weeks. For airmen allocated for service with H.M. ships other than aircraft carriers a separate statement of each airman's account may be sent in lieu of the No. 2 ledger if more convenient.

2850. Payment of, and Cash Issues to, Officers.—1. *Pay.*—The R.A.F. accountant officer referred to in para. **2849,** clause 2, will pay by draft those R.A.F. officers who have elected to receive their pay otherwise than from the agents.

2. *Allowances.*—Officers will claim allowances on Form 835 and these claims will be transmitted to the appropriate R.A.F. accountant officer on shore (*see* para. **2849,** clause 2) by whom the allowances will be paid.

3. *Cash Issues.* (*a*) To enable R.A.F. officers (including R.N. and R.M. officers holding R.A.F. commissions) to obtain cash to meet their needs, naval accountant officers in H.M. ships in which such R.A.F. officers are borne are authorised to cash R.A.F. drafts. Where their pay is drawn from the agents, officers' private cheques may be cashed up to the following maximum amounts in each month:—

* The accounts of R.A.F. personnel which are being accounted for by Kalafrana and Seletar will continue to be maintained by those stations.

Digitized by Google

	£
Squadron leader and above	30
Flight lieutenant	25
Flying officer	20
Pilot officer	15

(*b*) In ships which have no public banking account such cheques will be drawn in favour of the Director of Navy Accounts and crossed "Bank of England."

(*c*) In ships having a public banking account the cheques of R.A.F. officers should be made payable to the naval accountant officer of the ship.

2851. Payment of Airmen.—1. The pay and any allowances due to airmen serving on board H.M. ships will be paid fortnightly on detachment pay rolls (Form 1510) prepared by the responsible R.A.F. officer on board from information supplied to him by the appropriate R.A.F. accountant officer referred to in para. **2849,** clause 2, who will forward to the ship at the commencement of each commission a schedule showing particulars, arranged by units, of the net weekly rates of pay issuable. The particulars of airmen joining during the commission and alterations to pay will be notified to the ship immediately. The schedule will be checked by the R.A.F. accountant officer ashore at the commencement and again on the completion of each cruise of the Home and Mediterranean Fleets, and as may be arranged on other stations. After payment has been made the detachment pay roll will be forwarded to the R.A.F. accountant officer responsible for maintaining the airmen's accounts.

2. *In aircraft carriers* the responsible R.A.F. officer will parade the airmen who will be paid in the presence of two witnesses other than the paying officer. One of these witnesses will be a commissioned officer and the other may be a commissioned officer or a warrant officer. The paying officer will insert a tick on the detachment pay rolls against each amount paid. A certificate of the total amount paid on each detachment pay roll at the pay parade will be given on the back of the roll in the following form:—

"The sum of*..... pounds ..... shillings .....pence as detailed on this detachment pay roll was paid to airmen in our presence by.....on this the .....day of.....19.... The names of airmen to whom no payments were made and the amounts entered against their names for payment were struck through in ink. All amendments to entries on this pay roll were initialled by us at the pay parade and we certify that the amounts as amended and initialled were the amounts actually paid.

.....
.....
} Signatures of witnesses."

3. *In other ships* the R.A.F. officer responsible for payment will pay the airmen; the latter will receipt the detachment pay rolls against their names in the column provided.

4. (*a*) When no R.A.F. officer (including a R.N. or R.M. officer holding a R.A.F. commission) is on board, the payments to airmen will be made

* The amount to be entered in words.

Digitized by Google

by the naval accountant officer of the ship on detachment pay rolls which, for vessels in the Home Fleet and ships in home waters and on the Mediterranean and China stations, will be furnished fortnightly in triplicate by the R.A.F. accountant officer on whose ledgers the airmen are borne.

(*b*) For ships on foreign stations, other than those mentioned above, payment will be made by the naval accountant officer of the ship, who will be furnished by the appropriate R.A.F. accountant officer with the necessary information as to the net weekly rate of pay issuable.

(*c*) The original copies of the detachment pay roll (which will show the name of the ship and the date of the advance), duly receipted by the airmen, will be forwarded to the appropriate R.A.F. accountant officer. The remaining two copies of the detachment pay roll will be retained by the naval accountant officer for use as vouchers to his cash account.

5. The responsible R.A.F. officer will requisition from the naval accountant officer the cash required, receipt and supply notes being exchanged as in clause 6. The detachment pay roll will be produced for the inspection of the naval accountant officer, who will not issue funds in excess of the amount shown thereon. If for any reason some of the airmen cannot be paid, their names and the amounts entered for payment to them will be struck out of the detachment pay roll. The unexpended balance will be refunded to the naval accountant officer and his receipt will be attached to the detachment pay roll when forwarded to the R.A.F. accountant.

6. The following documents will be made out in respect of each supply of cash by the naval accountant officer for the purposes of a pay parade or payment under clause 5 and disposed of as indicated:—

(*a*) Supply note (to be sent to the R.A.F. accountant officer).

(*b*) Duplicate of (*a*) (to be sent to the Air Ministry).

(*c*) Receipt note (to form a voucher to the naval accountant officer's cash account).

(*d*) Duplicate of (*c*) (to be retained by the naval accountant officer).

6A. A supply note in respect of each pay parade by the naval accountant officer under clause 4 will be sent by that officer to the Air Ministry.

7. Upon receiving the detachment pay rolls the R.A.F. accountant officer ashore will complete the ledgers, and will notify, as early in each quarter as possible, the ship or station where the airmen concerned are situated of credits due for payment.

8. Detachment pay rolls furnished by the naval accountant officer under clause 4 will be acknowledged by the R.A.F. accountant officer by the despatch, direct to the Director of Navy Accounts, Admiralty, Bath, of a receipt for the total sum paid.

2852. Naval Allowances.—1. A certificate of the naval allowances, other than grog money, which are due to each airman, will be compiled in duplicate at the end of each quarter by the naval accountant officer and transmitted to the R.A.F. accountant officer on whose ledgers the airmen are borne, through the R.A.F. officer in command of the R.A.F. complement. The duplicate certificate will be returned to the latter officer as the authority for payment of the allowances. Thereafter, the

Digitized by Google

duplicate certificate will be attached to the detachment pay roll in which the allowances are included.

2. The allowance for grog money will be credited in the ledger in advance on the first day of each quarter to airmen serving with the Fleet Air Arm whose entitlement to the allowance has been promulgated in personnel occurrence reports. All casualties affecting entitlements, e.g. postings, attachments, detention in sick bay, desertion, etc., will also be promulgated in order that adjustment of any over-credits may be effected. Pay accounting documents in respect of airmen serving with the Fleet Air Arm will bear one of the following distinguishing letters:—

U.A. (Under age)	All ranks until the age of 20 is attained.
T. (Temperance)	Those eligible to receive grog money in lieu of the spirit ration.
G. (Grog)	All airmen who are eligible for and receive the spirit ration in kind.

2853. Adjustment of Sums Advanced from Naval Funds.—Advances from naval funds to or on behalf of R.A.F. personnel will be recovered by the Admiralty from the Air Ministry.

SECTION VII.—ACCOUNTING FOR RATIONS (CASH AND NUMBERS).

2863. Ration State.—1. The number of rations to which an officer or airman is entitled will be recorded by the accountant officer against the individual's name in the appropriate columns in the officers' allowances pay list and airmen's pay ledger respectively. The necessary information will be obtained from the daily casualty forms (Forms 739 and 747).

2. At the end of the pay ledger period the accountant officer will enter in Form IV of the airmen's pay ledger the total entitlement as shown in the officer's allowances pay list and airmen's pay ledger for each four or five week messing account period of the pay ledger period. He will then compare the gross entitlement as shown in the airmen's pay ledger with the total issue shown in Form 1473. Thereafter he will compute, from the details given in the statement referred to in para. 2867, clause 2, for insertion in Form IV of the airmen's pay ledger, the money value of rations admissible, and of rations actually drawn during the pay ledger period. In addition to the money value of rations admissible, credit will be taken in the ration account, Form IV of the pay ledger, for the number of days on which rations are admissible for airmen in R.A.F. service detention rooms multiplied by the current rates for commuted ration and cash equivalent allowances. The ration account will be charged with the supplies drawn from the Royal Army Service Corps, or purchased locally, for the subsistence of airmen in R.A.F. service detention rooms. Rations over or under-issued will be adjusted as laid down in A.P. 112.

3. The entitlement to rations will be shown separately in Form IV of the pay ledger for—(*a*) officers, and (*b*) airmen.

2864. Commuted Ration and Cash Equivalent Allowances.—1. Commuted ration allowances and cash equivalent allowances will be paid and accounted for as directed in para. 2863.

Digitized by Google

2. The accountant officer, in making demands for the first two messing account periods, will bear in mind that such demands must be in the nature of advances subject to an adjustment being made when the total entitlement for the three messing account periods covered by the pay ledger period has been ascertained.

3. The allowances for an officer whether issued concurrently with the ration in kind, or under para. **2859**, clause 4, will be paid with his other allowances on Form 504 according to his individual entitlement.

4. The allowances for members of the sergeants' mess, except for airmen living out of public quarters (*see* clause 6), will be paid in bulk at the end of each messing account period to the mess president. Payments will be recorded and accounted for in the cash statement of Form 848 and will also be brought to account in the " Messing Account Airmen " (*see* para. **2739** and A.P. 112).

5. The allowances for the airmen's mess will be paid and accounted for as in clause 4.

6. (*a*) For individual airmen living out of public quarters a nominal roll showing the amounts due will be prepared in triplicate for each messing account period and passed to the accountant officer who will credit the sums due to the airmen's accounts in the pay ledger and return one copy of the roll, certified to this effect, to the president of the mess committee.

(*b*) As soon as the total entitlement of commuted ration allowance and cash equivalent allowances for each messing account period has been received from the Air Ministry a cheque for the value of the allowances credited under (*a*) to airmen's accounts in the pay ledger will be drawn on the messing account and paid into the public account.

(*c*) The payment from the messing account (Form 848) will be vouched by the certified copy of the nominal roll returned to the president of the mess committee under sub-clause (*a*).

(*d*) The receipt in the public cash account (Form 882) will be supported by the second copy of the nominal roll also certified by the accountant officer.

(*e*) The credits to the airmen's accounts in the pay ledger will be vouched by the third copy of the nominal roll on which will be given a reference to the month in which the total value will be found paid into the public account.

(*f*) In the case of airmen transferred to other payment during the messing account period individual certificates in triplicate of the amount due up to the date of transfer will be prepared so that credit can be given to the airman's account before the account is closed and the transfer list prepared. These individual certificates will be dealt with in all respects as laid down above and the entitlement for these men will not be repeated on the rolls prepared for the messing account period, but payment of the amounts due from the messing account to the public account will be included with the monthly transaction so that only one transfer of funds from the messing account to the public account takes place each month.

2865. Officers and Men of the R.N. and Army attached for Rations.—1. At home, officers of the R.N. or Army attached to the R.A.F. for rations will be shown on a separate pay list, and naval ratings or soldiers

Digitized by Google

attached to the R.A.F. for rations will be shown on a separate folio of the pay ledger. The ship, establishment or unit from which the officers and men are attached will be clearly indicated. The rations entitlement of these officers and men will be included in the number of rations and commuted ration and cash equivalent allowances admissible. At the close of each messing account period the accountant officer will forward, with the monthly cash account to the Air Ministry, separate certificates in duplicate for officers and ratings respectively of the R.N., of the total number and value of rations, including commuted ration and cash equivalent allowances, issued to attached R.N. officers and ratings respectively during the messing account period. These certificates will be signed by the accountant officer and, where practicable, will be countersigned by a naval officer. Recovery from the Admiralty will be effected by the Air Ministry. At the close of each messing account period, the accountant officer will forward to the Army command paymaster concerned a claim for the value (as published from time to time in A.M.O.s) of the rations and commuted ration and cash equivalent allowances issued in respect of officers and soldiers of the Army attached to the air force unit, and will pay the amount into his cash account for the month in which received, supporting it by a copy of the claim made by him on the Army paymaster.

2. Abroad, recovery of the amounts due will be made by the accountant officer appointed to carry out headquarters accountant duties, to whom the extracts from the pay list and pay ledgers referred to above should be rendered.

3. The above instructions regarding recovery do not apply to personnel of the R.N. or the Army borne for pay on air force votes. The cost of rations and allowances in lieu thereof to such personnel is not recoverable.

2866. Officers of the Colonial, Dominion and Foreign Forces attached for Rations.—Commuted ration and cash equivalent allowances will not be issued to these officers. The value of any rations drawn for them in kind will be recovered by the accountant officer from the president of the officers' mess committee, and paid into the cash account for the month in which received.

2867. Officers and Airmen attached to the R.N. and Army for Rations.—Accountant officers of the R.A.F. will not issue commuted ration or cash equivalent allowances to officers and airmen attached to other forces for rations. Claims in respect of rations, &c., drawn for personnel attached to the R.N. at home stations will be adjusted by the Air Ministry, and at stations abroad by the accountant officer appointed to carry out headquarters accountant duties. Claims in respect of rations, &c., drawn for personnel attached to an Army unit will be made by the Army paymaster on the accountant officer concerned, who, after verification of the correctness of the claim, will pay it and support the entry in his monthly cash account by a copy of the claim received from the Army paymaster and the usual proof of payment.

2868. Detention Barracks and Prisons.—1. Inter-departmental adjustment will be made in respect of the maintenance of air force personnel

Digitized by Google

in military prisons and detention barracks, and in respect of the maintenance of Army personnel in air force prisons and detention barracks.

2. Claims should therefore be preferred by the R.A.F. when necessary. Claims against the R.A.F. at home will be dealt with at the Air Ministry; claims against the R.A.F. abroad will be settled by the local R.A.F. accountant officer.

3. *See also* para. **3037** as to subsistence whilst travelling as escort.

SECTION VIII.—ALLOTMENTS AND REMITTANCES.

2878. Qualifying Allotments.—1. When family allowance is payable to the wife of an airman a qualifying allotment (*see* para. **3351**) will be deducted from the airman's pay at the daily rate shown in the following table and issued in augmentation of the allowance:—

Rate of consolidated pay.	*Rate of qualifying allotment.*
s. d.	s. d.
3 0	6
3 6	9
3 9 and over but not exceeding 8s.	1 0
Over 8 0 but not exceeding 9s.	1 6
„ 9 0 but not exceeding 11s.	2 0
„ 11 0 but not exceeding 12s.	2 6
„ 12 0	3 6

These rates of qualifying allotment, which came into operation with effect from 2nd April, 1942, take into account a war-time reduction of 6*d.* a day which is made good to families as a charge against public funds.

2. When family allowance is issuable at a reduced rate under para. **3349**, clause 5, to a guardian or guardians in respect of a child or children, the Air Ministry may authorise the payment of a qualifying allotment at a reduced rate.

3. When an airman who is under a compulsory stoppage of pay under Section 145, Air Force Act, in respect of an illegitimate child or children (*see* para. **3467**) marries the mother of the child or children, the qualifying allotment payable shall be only such sum as is required to bring the total amount payable, including the compulsory stoppage, up to the amount mentioned in clause 1, and if the amount of the compulsory stoppage exceeds or equals that amount, no additional sum shall be issued in respect of qualifying allotment.

4. A qualifying allotment will not be recovered from the pay of an airman when family allowance is issuable direct to him.

5. When an airman's account is in debt, a qualifying allotment in force will normally be continued unless the debt is such that it cannot be recovered within 3 months, when the circumstances will be reported to the Air Ministry for decision as to whether the qualifying allotment should be reduced.

2878A. Voluntary Allotments.—An airman eligible for family allowance may make a voluntary allotment at a daily rate to the recipient of family

Digitized by Google

allowance or to another person. An airman not entitled to family allowance may make a voluntary allotment at a daily rate to one person only.

2878B. Maximum Allotment Permissible.—Qualifying allotments and voluntary allotments must not exceed in the aggregate three-fourths of the airman's pay (calculated as in para. **3467,** clause 2 (*b*)) and the whole of any pension that the accountant officer may be authorised to credit to his account.

2879. Commencement and Variation of Airmen's Allotments.—1. The commencement, cessation, increase, or reduction of an allotment will be entered on Form 1796A, which must be signed by the allotter. (*See* clause 6 as to recommencement of a voluntary allotment when pay is stopped for a period exceeding 28 days.) Forms 1796A will be numbered consecutively, commencing with number 1 on the first day of each calendar year. In addition Form 1796A, Serial No. 1, will show at the top, the serial number of the last form issued in the preceding year. The accountant officer will enter the particulars in the remarks column of the airmen's pay ledger, quoting the reference numbers of the form, and send the forms to the Air Ministry.

2. A voluntary allotment may be stopped at any date, but may not be varied in rate more than once in a quarter, except when a reduction is necessitated by a reduction in the allotter's rate of pay, and on the special authority of the C.O., which should be granted in exceptional circumstances only.

3. Alterations in the rate of qualifying allotment consequent upon an alteration in the rate of pay will normally take effect from the date of the alteration in the rate of pay.

3A. Alterations in the rate of voluntary allotment will take effect from the family allowance pay day following the receipt of Form 1796A in the Air Ministry. The effective date will be communicated to the accountant officer by the Air Ministry. Until such notification is received, the original rate charged will be continued. For airmen serving abroad, new allotments and increases in existing ones will be effective as from the date shown on Form 1796A.

3B. Payment of the allotment will be continued during ordinary and sick leave if it was in issue immediately before the leave was granted.

4. A transfer of an allotment from one person to another, from the date to which the allotment has been paid to the former nominee, will be notified by the words "payment continuous" (provided the rate remains unaltered), instead of a commencing date, on Form 1796A. When allotments are to be increased or transferred with an increase, the date of the commencement of the change will be entered.

5. If, from any cause, a reduction should occur in the rate of pay to which an airman (having an allotment in force) is entitled and the rate of his allotment be in excess of three-fourths of the reduced rate of pay, a corresponding reduction will be made in the allotment, from the date notified by the Air Ministry. When the reduction in the allotment exceeds 1s. a day, the Air Ministry will be notified by telegraph and immediate effect will be given to such reduction in the ledger.

Digitized by Google

6. When for any reason the pay of a serving airman is stopped, any allotment, either qualifying or voluntary, will also be stopped, except that for periods of less than 8 days,* during which the airman forfeits pay, the allotment will be continued and charged against the airman's account. When a voluntary allotment only is in issue and pay is stopped for a period exceeding 28 days, the issue of such voluntary allotment will not be recommenced unless authority to do so is forwarded on Form 1796A, or unless the voluntary allotment is made for the support of a wife or children in respect of whom family allowance is not payable, when the allotment will be automatically resumed, subject to para. **2884**, clause 2.

7. A voluntary allotment (in excess of the rate laid down in para. **2878**, clause 1) will cease on the death of the airman. (*See* para. **3360** in regard to the qualifying allotment.)

2880. Allotments by Officers Serving Abroad.—1. Allotments (i.e. regular payments on a standing authority) by officers will be allowed only if they are serving abroad and drawing their pay from the unit accountant officer. The allotments will be paid direct from the Air Ministry and may, if it is so desired, be paid into the allottee's banking account.

2. An officer who, before proceeding abroad, wishes, whilst abroad, to make an allotment to any person resident in Great Britain, Northern Ireland or in Eire, will give to the accounting officer from whom he receives his pay a signed authority, detailing the amount of the allotment and the name and the address of the allottee and authorising the amount of the allotment to be deducted from his pay. On the officer being posted abroad, this authority, together with the transfer list, will be forwarded to the Air Ministry. The transfer list will be endorsed by the Air Ministry as to the month for which the first allotment has been, or will be, paid, and transmitted to the accountant officer of the unit to which the officer is being posted, who will issue pay less the amount of the monthly allotment.

3. An officer actually serving abroad, who desires to make an allotment or increase the rate of an allotment already in payment, will give a signed authority to the officer from whom he receives his pay, and this will be transmitted to the Air Ministry with a statement as to the monthly payment from which the first (or amended) deduction corresponding to the allotment, has been, or will be, made from pay.

4. An officer wishing to discontinue or to reduce the amount of his allotment will furnish a signed request to the officer from whom he is receiving pay. This will be transmitted to the Air Ministry by the accountant officer, who will continue to deduct the original amount of the allotment until information is received from the Air Ministry as to the date from which the allotment has been discontinued or reduced. He will then adjust the officer's account as may be necessary.

5. Where transfer or cessation of allotment becomes necessary, by reason of the death of the allottee, or other circumstances, it will be

* During the war the allotment will continue in issue as a charge against the airman's account for a period not exceeding 28 days except where the forfeiture of pay is due to absence without leave (*see* A.M.O. A.488/40).

Digitized by Google

the responsibility of the officer making the allotment to ensure that the Air Ministry is properly notified to discontinue the payment.

2881. Voluntary Allotments—Where Payable.—Voluntary allotments by airmen payable to a person not being a recipient of family allowance will be payable only at places in Great Britain, Northern Ireland and Eire where there are post offices.

2882. Casualties Affecting Allotments.—All casualties affecting allotments will be separately notified to the paying authority under the procedure laid down in para. **3373.**

2883. Allotments—How Paid.—1. All allotments made by airmen to recipients in Great Britain, Northern Ireland and Eire are paid weekly in advance by the Air Ministry, and this should be borne in mind when notifying changes.

2. When the family of an airman who is eligible for family allowance is to be accommodated on board ship at public expense and a qualifying or voluntary allotment is in issue, the amount of the allotment for the estimated period of the voyage will be issued to the wife immediately prior to embarkation, except as provided in para. **3360,** clause 2.

2884. Airmen in Debt—Allotment.—1. Except as provided in clause 2, an airman will not be permitted to commence a voluntary allotment if he is in debt to the Crown. The accountant officer will draw the attention of the C.O. to the accounts of airmen making voluntary allotments which show a debit balance, with a view to the payment of the allotment being discontinued or reduced. Voluntary allotments of airmen whose accounts show a debit balance which cannot be recovered in a reasonable time, should be stopped or reduced by the C.O. (*see also* para. **2878,** clause 6).

2. An airman may commence a voluntary allotment towards the maintenance of his wife or children in respect of whom family allowance is not in issue, even though his account is in debt. Such an allotment, if made when the airman's account is in debt, will not exceed one-half of the appropriate qualifying allotment as determined by his rate of pay. When such a voluntary allotment is already in force and the airman's account shows a debit balance which cannot be recovered in a reasonable time (approximately three months), the allotment will be reduced to an amount corresponding to one-half of the appropriate qualifying allotment or such larger amount as will permit of the debit being recovered within a reasonable time as defined above.

3. *See* para. **3467** as regards the effect of a maintenance stoppage on a voluntary allotment under clause 2.

2885. Reduction of Allotments by Airmen.—The accountant officer will bring to the notice of the C.O. cases in which allotments are stopped by airmen. If the C.O. is of opinion that hardship will be entailed by an airman stopping an allotment payable to a near relative, he will use his best endeavours to persuade the airman to continue it (*see also* para. **3366**).

2885A. Entries in Pay Ledger.—The deductions on account of allotments will be entered in the pay ledger. In order that information may

Digitized by Google

be readily available from the pay ledger whether family allowance is in issue, the type of allotment in issue will be indicated in the "Allotment Rate" column by the use of the initial letter "Q", "V" or "S."

"Q" will indicate a qualifying allotment issued with family allowance.

"V" will indicate a voluntary allotment.

"S" will indicate a maintenance stoppage under para. **3467.**

When more than one allotment is in issue for one man, each allotment will be separately indicated as above, but the total debit for the period of the pay ledger may be entered in one amount.

2886. Cross Check of Allotments and Compulsory Stoppages.—The accountant officer of a unit (at home or abroad) from which a draft of airmen proceeds to India, will forward to the Air Ministry a duplicate copy of the transfer list (Form 899) which he is forwarding to the Controller of R.A.F. Accounts, Ambala (either through the accountant officer, No. 1 R.A.F. Depôt, in the case of transfers from home units—*see* para. **2965,** clause 7, or direct in other cases—*see* para. **2966** (*d*)). The allotments and/or compulsory stoppages entered on the duplicate copy will be checked in the Air Ministry and any discrepancies will be notified to the accountant officer of the despatching unit, who will be responsible for ensuring that the necessary adjustments are made in the accounts of the airmen concerned.

2887. Remittances—Who May Make.—1. An airman serving abroad (except in India) who wishes to remit any sum will sign a remittance form (Form 889), which will be handed to the accountant officer at a convenient date before the end of the month. Remittances on account of accumulated credit balances may also be made by airmen, but the accumulation of credit balances is undesirable, and airmen should be encouraged to dispose of pay surplus to their requirements monthly by remittance or by allotments within the limits permitted by para. **2878B.** Remittances may be made in favour of the Controller, Post Office Savings Bank, Blythe Road, W.14, for deposit in a Post Office Savings Bank account, the number of the bank account being quoted on the remittance form. An airman abroad desirous of opening a Post Office Savings Bank account should submit a written application addressed to the Controller, Post Office Savings Bank, stating his name in full, service number, title and address of his unit and the amount of the first deposit. This application should be forwarded to the Air Ministry with the remittance form on which the first deposit is entered. The Air Ministry will forward the application and the remittance to the Post Office Savings Bank, and the latter department will obtain direct from the airman the usual declaration required from a new depositor, and will supply the airman with a savings bank account book in due course. Remittances payable in Great Britain, Northern Ireland and Eire will be paid by the Air Ministry. Remittances payable abroad will be paid by the accountant officer stationed in the country in which the remittance is payable (*see* para. **2889** (*e*)).

2. Any remittance as distinct from a regular allotment that an officer may desire to make must be made by him direct.

3. Remittances made by an airman abroad during any one calendar month under the procedure referred to in clause 1 will not exceed his pay

Digitized by Google

and allowances for the month. If, at any station where payment in foreign, dominion or colonial currency is made at rates of exchange fixed from time to time by H.M. Government, the commercial rate of exchange should vary from the rates so fixed to such an extent as to be likely to encourage the abuse, for the purpose of effecting a gain by exchange, of the facilities provided by the R.A.F. regulations, the amounts accepted in local currency from an airman who desires to remit under the procedure in clause 1, and who also, within the same month, wishes to purchase National Savings Certificates under the system referred to in para. **2838**, must not in the aggregate exceed the limit mentioned above. Any sum in excess must be tendered in sterling money or by means of a banker's draft payable in London to the Accounting Officer, Air Ministry.

2888. Remittances—How Accounted For.—1. The accountant officer will hand a receipt to a remitter at the pay parade in lieu of the money represented by the amount of the remittance, the former retaining the duplicate receipt.

2. The total remittances will be debited by the accountant officer in his cash book, and will be supported by Form 891.

2889. Preparation of Remittance Forms.—In preparing remittance Form 889 the following instructions will be observed:—

(*a*) Separate forms will be prepared in respect of (i) sums over £10 and any payments to the Post Office Savings Bank, and (ii) sums of £10 and under, excepting payments to the Post Office Savings Bank. Remittances to places abroad referred to in (*e*) below will be on a separate list, which should include sums both under and over £10.

(*b*) Only one remittance may be made in each month by each airman.

(*c*) The name, rank and official number of each remitter, the amount which he desires to remit, the name and surname and complete address of the person to whom the remittance is to be paid, must be clearly specified in block letters.

(*d*) No erasures are allowed. Necessary alterations will be made in writing by the accountant officer and initialled by him. No alteration is permissible by the paying officer.

(*e*) Remittances by airmen serving abroad to places abroad are allowed only where an air force accountant officer is accessible. The remittees will be informed by the accountant officer of the amount of the remittance, the name of the remitter, and the air force accountant officer to whom they are to apply for payment. A separate list will be prepared for remittance to such places abroad, the totals being shown separately in the cash account. The accountant officer paying the remittance will take credit for it in his cash book and support the entry in his monthly cash account with the remittance form and proof of payment.

2890. Disposal of Remittance Forms.—As soon as possible after completion, remittance forms will be transmitted to the Air Ministry, excepting those for places abroad which will be sent direct to the accountant

Digitized by Google

officer concerned. Remittance forms sent to the Air Ministry will be numbered serially, beginning with No. 1 on the first remittance list despatched on or after 1st January in each year. The Air Ministry will acknowledge receipt.

2891. Duplicate Remittance Forms.—Duplicate lists will not be transmitted unless there is reason to believe that the originals have miscarried, when they should be clearly marked "duplicate" and should be accompanied by an explanatory letter.

2892. Airmen Serving in H.M. Ships—Remittances.—Airmen serving in H.M. ships may make cash remittances under the naval system through the naval accountant officer of the ship in which they are serving.

Section IX.—Contract and Miscellaneous Services—Payments and Receipts.

2902. Office of Payment.—1. At home, bills for the following services will be paid by the Air Ministry (unless local payment is expressly approved):—

(*a*) Purchases of R.A.F. equipment, petrol, oil, foodstuffs and medical and dental stores.

(*b*) Services performed under Air Ministry contract or requiring Air Ministry approval. (Where, however, Air Ministry approval has already been obtained, local payment is authorised.)

(*c*) Services performed or stores supplied by other government departments.*

(*d*) Water, gas, electricity, solid fuel, cartage of fuel, whether under Air Ministry or local contract.

(*e*) Claims for treatment of air force patients in
(i) civil hospitals;
(ii) naval or military hospitals.

(*f*) Building, works, and works and building stores.

(*g*) Legal expenses (subject to para. **2910**).

(*h*) Rents, rates, &c. (*see* para. **2913**).

(*j*) Railway and sea passage claims, including port, harbour and dock dues (*see* para. **2906**).

2. Abroad, the command accountant will pay the bills which would be paid by the Air Ministry at home, unless express provision is made for payment by the Air Ministry.* In addition to the services referred to in clause 1, the following will be dealt with by the command accountant abroad:—

(*a*) Purchases in excess of the powers of C.Os. under para. **2894.**

(*b*) Miscellaneous transport charges (*see* para. **2907**).

(*c*) Pensions of airman pensioners residing in the command (*see* para. **3850**).

(*d*) Third party compensation and salvage (*see* para. **2914,** clause 2).

* For Army bills, *see* A.M.O. A.117/32.

Digitized by Google

(*e*) Building, works and works and building stores, unless paid, under contract provisions, at the Air Ministry.

(*f*) Miscellaneous services under local contract, other than services referred to in para. **2903.**

3. If for any reason Air Ministry authority is required before payment is made locally the accountant officer* or command accountant will refer the matter through the usual channel.

4. In all cases in which discount is allowed if the bill is paid within a specified time, special care should be taken to pay it (or facilitate its payment), less the discount, within such time; if the bill is received too late or if for any other reason payment is not made in time to secure the discount, an explanatory statement of the circumstances of the delay should be attached to the bill.

2903. Bills Paid by the Accountant Officer.—Bills or claims for the following miscellaneous services will be paid by the accountant officer at home and abroad. Abroad, however, it may be specially arranged if, local circumstances so require, for certain of the following bills or claims to be paid by the command accountant. It will in that case be clearly laid down in standing orders which services are to be dealt with by the accountant officer and which by the command accountant, and no possibility of doubt will be left in regard to the office of payment for any given service:—

Casual purchases (*see* para. **2904**).

Travelling claims of R.A.F. personnel and civilians (*see* Chapter XXXVII, Section VII and A.P. 1414).

Miscellaneous transport charges at home (*see* para. **2907**).

Officiating chaplains (*see* para. **839**).

Communion wine and washing of surplices, &c. (*see* para. **837**).

Civilian medical and dental practitioners (*see* Chapter XIX, Sections V and VI).

Fees, rewards and expenses under para. **2910.**

Technical periodicals.

Funeral expenses (*see* para. **3394**).

Local labour employed by units.

Scavenging.

Chimney sweeping.

Window cleaning.

Laundry (including remaking of bedding).

Straw for paillasses.

Compensation for injuries to civilian employees (*see* A.P. 826).

Third party compensation and salvage approved by an A.O.C. at home (*see* para. **2914**, clause 1).

Recruiting rewards (*see* para. **475**).

Library allowance (*see* para. **2908**).

Educational services under para. **451.**

Postage, telegrams and telephones (*see* para. **2909**).

Washing and mending of airmen's underclothing (*see* para. **2547**).

* By "accountant officer" is meant the accountant officer of the station or unit; where the command accountant is intended, this is specially stated. "Command accountant" includes the accountant officer carrying out headquarter services.

Digitized by Google

Repairs to boots and shoes, and repairs and alterations to clothing (*see* A.P. 830, Vol. I).
Maternity benefit (*see* para. **2837**).
Medical comforts.
Additional articles for hospital wards (*see* para. **1625**).
Clothing for attached soldiers (*see* A.P. 830, Vol. I).
Driving licences for airmen (*see* para. **2006**).
Other purely local services, not under contract.

Special instructions on certain of these services are given in paras. **2904** to **2916.**

2904. Casual and Local Purchases.—1. Casual purchases are dealt with in these regulations as follows:—

(*a*) R.A.F. equipment—para. **2394.**
(*b*) Food and drink—para. **2671.**

2. The procedure relating to local purchase orders, which can be placed only by maintenance units and supplies depôts, is laid down in A.P. 112 and A.P. 830.

2905. Travelling Claims.—1. It is the duty of the accountant officer in the examination of claims, to ensure that all journeys are made under proper authority and in the most economical manner, and that all sums paid are in every respect a proper charge against the public. He should ensure that casualty forms rendered by C.Os. contain sufficient information to enable claims to be properly verified.

2. Sums paid in respect of travelling will be brought to account in the cash book and the appropriate forms, supported by a reference to the pertinent casualty form (*see* para. **3159,** clause 1) and endorsed with the payee's receipt except when payment is made by draft which contains a form of receipt (*see* para. **2746**), will be forwarded to the Air Ministry with the monthly cash account.

3. In order to prevent the possibility of double payment a register of claims will be kept by the accountant officer and indexed under the name of the individual preferring the claim. The following information will be recorded in the register:—

(*a*) Date of receipt of claim.
(*b*) Date of journeys.
(*c*) Places visited.
(*d*) Amount of claim.
(*e*) Total sum paid.
(*f*) Date of payment and cash book reference.

4. Subject to paras. **3152** and **3153,** when an officer or airman to whom an advance to meet travelling expenses has been made does not return to the unit in which such advance was issued, the accountant officer who made the advance will notify the amount of the advance to the accountant officer of the officer's or airman's new unit. The accountant officer of the new unit will be responsible for obtaining from the officer or airman a travelling claim (Form 1771), and for recovering any unexpended balance of the advance. If the officer or airman returns to his unit on completion of his duty, the accountant officer of the unit will be responsible for obtaining the travelling claim, and for collecting any unexpended balance of the advance.

Digitized by Google

5. The above instructions also apply generally to civilian claims, the regulations governing which are contained in A.P. 1414.

2906. Railway Companies' Accounts.—1. At home, all payments of claims by railway companies in respect of conveyance of personnel, baggage and equipment, including charges on railway warrants (Form 413 or 417), carrier's notes (Form 1486 or 1488) and baggage consignment notes (Form 1487) are settled by the Air Ministry and any such claim that may be rendered for payment locally should be returned to the company with a request that it may be included in their running account with the Air Ministry.

2. Abroad, claims will be paid by the command accountant or other accountant officer carrying out headquarter services. Such claims should be supported by the authority for the service, and should be carefully scrutinised with a view to ensuring that the charge is a public liability in accordance with the regulations, and that the charges are in accordance with agreed tariff rates.

2907. Miscellaneous Transport Charges.—1. Subject to paras. **908, 2451, 2453, 2505, 2902** and **2906,** bills for ferriage, lighterage, barging, carriage (other than railway company's accounts), wharfage, cartage (except cartage of fuel—*see* para. **2902**) and other transport services (other than transport services rendered by the Navy or Army or by a government department), will be paid by the accountant officer. Payments of from £25 to £100 for such services will not be made by the accountant officer unless the authority of the air or other officer commanding supports the payment. Transactions involving the expenditure of more than £100 require the prior sanction of the Air Ministry. Bills should be certified to the effect that the service (i) was carried out in the most economical way possible; (ii) was satisfactorily performed; (iii) is an Air Ministry liability; and (iv) that the charge is fair and reasonable.

2. Dues on material* will be paid to dock or other authorities by the Air Ministry. *See also* para. **2453.**

3. Claims for transport services rendered by the Navy or by a government department will be paid by the Air Ministry. Claims rendered by the Army will be adjusted by the Air Ministry at home and by the command accountant abroad.†

4. When the unit changes its station the accountant officer will be responsible for the recovery of any sums due to the railway, &c., companies for the conveyance of articles the charge for which is inadmissible against public funds (*see* para. **2470,** clause 4).

5. Charges for hire of transport should be supported by certificates to the effect that no assistance could be rendered by the other services within the command.

6. Payments abroad for miscellaneous transport charges will normally be made by the command accountant.

2908. Library Allowance.—Library allowance will be paid by the accountant officer to the president of the station service institute. It

* *See* definition in para. **2445.**
† *See* A.M.O. A.117/32.

Digitized by Google

will be claimed in the monthly cash account rendered to the Air Ministry, supported by the receipt of the president of the station service institute. It may be augmented by subscriptions or charges levied in accordance with para. **881**, clause 2. The library account, in which the allowances, subscriptions and charges are administered, will be kept in accordance with A.P. 1409.

2909. Postage, Telegrams and Telephones.—1. Expenditure on postage, telegrams, &c., on the public service will be defrayed by the accountant officer. Messages will not be regarded as official messages unless they are entirely on public service. A communication of a private nature must not be included in an official message. The costs of the following classes of messages, amongst others, even when arising out of matters connected with the service, will not be defrayed from public funds:—

(*a*) From the sender to a member of his family advising his detention on official duty.

(*b*) Ordering sleeping or other accommodation at hotels for officers or airmen travelling on the public service.

(*c*) Advising an official superior of illness, except in cases of urgency when immediate steps have to be taken to provide for a substitute to perform the duties of the sender.

(*d*) Requesting leave of absence.

(*e*) Sent by members of an officer's or airman's family or others on that officer's or airman's behalf.

1A. A record of all expenditure incurred (other than sums due for telegrams transmitted to the post office over the telephone, and expenditure on poundage on money orders, as to which *see* para. **2760**) will be kept in a "Postage Book" (Form 97). Form 586 will be completed from the postage book to include postage charges, fees for postal orders and miscellaneous expenses only. To this form will be attached post office receipts for registered letters, the envelopes with the stamps attached in support of surcharges, and the completed counterfoils of postal orders used on the public service. Charges for prepaid telegrams and cables will be vouched separately on Form 1393, copies of all telegrams being retained as directed in para. **2200**. Copies of cables will be attached to Form 1393. Completed Forms 586 and 1393 will be rendered with the monthly cash account to the Air Ministry. The cost of telegrams transmitted to the post office over the telephone will be paid as directed in para. **2201**. The cost of any telegrams or cables despatched on other than purely public business will be recovered from the individuals concerned at full public rates (*see* A.P. 1083, Part I).

2. The postage of the accountant officer should be directly under his control and the stamps on hand form part of his cash balance. The postage book of the accountant officer should be treated as a subsidiary cash account and the total sum expended each month entered in the cash book on the last day of the month. When cash is counted by the C.O. or other officer at any time other than the end of the month the postage book will be considered as a voucher for sums expended up to the date on which cash is counted.

3. When the accountant officer advances money for postage to another officer of the unit, the actual amount advanced will be entered

Digitized by Google

in the cash book and the receipt of the officer to whom it is advanced will be obtained. Such advances will not be treated as finally accounted for. The accountant officer will secure a voucher from the responsible officer at the end of each month for the amount actually expended, on Form 586 and Form 1393, accompanied by a certificate from the officer showing the value of stamps remaining on hand. This amount will be entered in the cash book on the receipt side as " Stamps for postage held by....."; it will be entered again as a payment out on the first day of the succeeding month.

4. *See* paras. **2203** and **2204** as to charges in connection with the telephone service.

2910. Legal Expenses, Rewards and Fees.—Legal expenses will not be paid locally without prior reference to the Air Ministry, except in respect of—

(*a*) a descriptive return of a deserter, for which a fee of 2*s*. may be paid to the clerk of the court;

(*b*) a certificate of conviction or certified copy of an order by a civil court, for which a fee of 3*s*. is payable (*see* para. **1133**);

(*c*) a reward for the apprehension of a deserter or absentee, and expenses incurred in connection with his apprehension or surrender, as provided in para. **1170**; and

(*d*) a copy of a death certificate or the proceedings of a coroner's inquest obtained in accordance with the provisions of para. **1325**, clause 9, or **1326**, clause 7.

2911. Claims against Airmen attached to Army Units.—1. Claims in respect of clothing, necessaries, barrack damages, washing, &c., of airmen attached to Army units will be made direct on the accountant officer of the airman's unit by the C.O. of the Army unit. The accountant officer will pay the claims and debit the amounts against the airman's account in the miscellaneous charges column of the pay ledger. In commands abroad, the adjustment will be made between the command paymaster and the command accountant.

2. Claims in respect of rations and ration allowances will be dealt with as laid down in para. **2867**.

2912. Rewards to Recruiters.—The accountant officer of a recruiting depôt will pay rewards to recruiters in accordance with the information endorsed on the back of Form 339, which under para. **474** is sent to him for each recruit attested. If the recruiter is an airman the reward will be sent to him through the C.O. of his unit. The amount of the reward will be entered in the cash book and the Form 339, together with the recruiter's receipt, will support the entry in the monthly cash account.

2913. Rents, Rates, and Other Charges arising from the Hire of Land, Buildings, &c.—1. In home commands claims will be dealt with by the Air Ministry or under arrangements made by the Air Ministry.

2. In commands abroad payment of duly authorised rents will be made by the command accountant, unless it is expressly provided in the authority for hire that payment will be made by the Air Ministry or otherwise.

Digitized by Google

2914. Claims for Third Party Compensation and Salvage.—1. At home, all claims for compensation for injuries to members of the public, for injuries to civilian employees not arising out of or in the course of their employment, for damage to private vehicles and property of any description or to animals, whether caused by aircraft, M.T., marine craft or other means, and all salvage claims, will be referred to the Air Ministry for action, subject to the powers conferred on A.Os.C. commands under Appendix VI. In cases falling within the powers referred to, payment as approved by the A.O.C. will be made by the accountant officer.

2. Abroad, claims up to the limits laid down in Appendix VI will be dealt with by the A.O.C. the command and payment of the compensation or salvage approved will be made by the command accountant.

2915. Confidential Lists of Bills for Payment.—1. The system detailed in clause 2 applies to bills sent from a station to another officer for payment (e.g. command accountant or Air Ministry). Payments made for station services by the local accountant officer will be made on the authority of the original documents. The confidential list procedure is not necessary if adequate station arrangements are made.

2. (*a*) In order to ensure the requisite check upon bills sent to a paying officer for payment, the officer who certifies the bills will, on the same day, transmit in duplicate to the paying officer in a separate envelope (which he himself will close and despatch) a list of such bills on Form 1964, completing the certificate in his own handwriting.

(*b*) The original Form 1964 will be retained by the paying officer, and the duplicate, completed and receipted, will be returned to the unit. The returned copy will be compared with the bill register (*see* A.P. 830, Vol. I and A.P. 112) so as to verify that no alterations have been made to the bills during transit.

(*c*) These lists will be treated by both officers as strictly confidential documents, and kept under lock and key.

(*d*) The authorising officer will number serially the lists he forwards so that the paying officer may be in a position immediately to detect an interpolation in the series.

2916. Safeguards against Wrong Payments.—1. An accountant officer, before he pays a bill of any description, will satisfy himself that it is properly certified, that the charges are in accordance with the terms of the contract, etc., that the computations are correct, and that payment has not previously been made.

2. An accountant officer will keep complete records in one or more bill books showing the authorities under which the various payments are made, the date and amount of all payments and any other necessary particulars.

3. The final amount authorised on a bill or any similar document will be stated in words as well as figures.

4. Any erasure or alteration of the figures, whether as regards the amount of cash or the quantity of stores, on a bill forwarded to the Air Ministry for payment will be initialled by the officer who certifies the bill.

Digitized by Google

2917. Responsibility for Recovery Services.—1. At home, recovery in respect of the following services will be made by the Air Ministry or under instructions issued by the Air Ministry:—

(*a*) Issues to, and services performed for, other government departments or governments.*

(*b*) Rents other than those referred to in clause 3.

(*c*) Sales of buildings, works, and works and building stores.

(*d*) Sales of supplies in bulk—*see* A.P. 112.

(*e*) Sales of photographs—*see* para. **855** and A.M.O. A. 62/35.

(*f*) Issues on repayment by maintenance units—*see* A.P. 830, Vol. I.

Recoveries in respect of R.A.F. equipment issued on repayment by units other than maintenance units will be made by the maintenance unit—*see* A.P. 830, Vol. I.

2. Abroad, the command accountant will effect recovery in cases where the Air Ministry would recover at home, unless express provision is made for recovery by the Air Ministry. As regards issues to, and services performed for, other government departments or governments he will effect recovery locally, if practicable, except in the case of the R.N.† If local adjustment is impracticable, he will pass vouchers for cash services to the chief auditor and vouchers for stores to the Air Ministry direct. He will be responsible for recovery (*a*) in respect of services performed for the local government; (*b*) of security deposits of contractors; and (*c*) of customs duty from the local customs authorities when such is due to the air force. It may also be found convenient, in the circumstances of a particular command, that he should make recovery in certain of the cases detailed in clause 3; any such arrangement will be made by the A.O.C. with the concurrence of the chief auditor, and will be published in standing orders, which should define clearly which recoveries are the responsibility of the command accountant and which the responsibility of the accountant officer of the station (or unit).

3. The accountant officer of the station (or unit) is responsible for effecting recoveries in respect of the following services at home and (subject to clause 2) abroad:—

(*a*) Electric current, gas and water (subject to clause 1).

(*b*) Repayment and prepayment issues under paras. **1770, 2569** and **2664.**

(*c*) Use of M.T. and marine craft on repayment—*see* Chapter XXV.

(*d*) Storing and washing of private vehicles and boats—*see* Chapter XXV.

(*e*) Landing and housing fees of, and issues to, private aircraft —*see* Chapter XXVI and A.M.O. A. 124/31.

* For attachments of dominion, colonial and foreign officers, *see* A.M.O. 639/30; for services, etc., to the Army, *see* A.M.O. A. 117/32. As regards miscellaneous transport claims for services rendered by the R.A.F. to the Army, adjustment will be made by the Air Ministry only in respect of claims arising at the Packing Depôt, the maintenance units, the Royal Aircraft Establishment, and the Royal Airship Works; in all other cases adjustment will be made locally.

† For claims against the Army, *see* A.M.O. A. 117/32.

Digitized by Google

(*f*) Local sales under para. **2418.**

(*g*) Private telegrams and telephone calls and rentals—*see* para. **2204** and A.P. 1083, Part I.

(*h*) Rents (i) recoverable by deduction from emoluments issued by the accountant officer; (ii) payable by civilians such as mess staffs or contractors' mechanics for the occupation of quarters at the unit*; (iii) payable by encroachment holders abroad; (iv) in respect of barbers' shops; (v) in respect of billiard and bagatelle tables; (vi) in respect of the use of service buildings as cinemas where the rent is assessed as a percentage of net profits; (vii) in respect of accommodation for officers of dominion, colonial and foreign governments as laid down in A.M.O. 639/30.

(*j*) R.A.F. laundry charges—*see* A.P. 830, Vol. I.

(*k*) Losses and damages chargeable to officers, airmen or civilian employees—*see* para. **2420.**

(*l*) Disallowances of the Air Ministry or chief auditor.

(*m*) Security deposits of encroachment holders abroad.

(*n*) Hospital charges due from officers (abroad only)—*see* para. **2788.**

(*o*) Other services in respect of which credits are due to public funds and in respect of which it is not definitely provided that recovery is to be made elsewhere.

4. If recovery documents are received by an accountant officer in respect of a service which is recoverable elsewhere, he will transmit the documents to the officer by whom recovery should be made and will obtain an acknowledgment of receipt.

5. Where recovery is to be made by the accountant officer, the officer responsible for the service will pass the original documents and any necessary vouchers to the accountant officer direct, the final amount for recovery being stated in words as well as figures. In the case of recoveries in respect of sales of stores or supplies, the documents and vouchers will be passed by hand whenever possible. If a demand for payment is made by the accountant officer, the demand will state that no other receipt but that of the accountant officer will be recognised.

2918. Office Records of Recovery Services.—1. Accountant officers will keep a register in a manuscript book of all claims due for recovery other than those for which special registers are already provided, e.g. Form 525 (M.T on repayment).

2. This manuscript register will be divided into separate sections as follows:—

(*a*) One section for each group of claims arising at regularly recurring intervals, e.g. rents, electric current, water, gas, etc.

(*b*) One section for miscellaneous claims.

3. The following information will be provided under every section of the register:—

* Where, however, accommodation is provided or allotted specially for N.A.A.F.I. staff, rent will be recovered under instructions issued separately by the Air Ministry.

Digitized by Google

(*a*) Name of debtor.
(*b*) Date of receipt of claim.
(*c*) Date of claim to debtor for payment.
(*d*) Dates of " hasteners ".
(*e*) Nature of charge.
(*f*) Period of charge.
(*g*) Local correspondence reference number.
(*h*) Amount.
(*j*) Date the amount due is received.
(*k*) Blank column for any necessary notes regarding receipt (e.g. discrepancy between amount due and amount received).

4. For the sections referred to in clause 2 (*a*) a separate folio will be allocated to each debtor, and the particulars at clause 3 (*a*) and (*e*) inserted at the head of the folio instead of in columnar form as in the miscellaneous section. This arrangement will enable accountant officers readily to ensure that the continuity of claims and/or recoveries is not broken and to compare charges for similar periods with a view to satisfying themselves, *prima facie*, as to the reasonableness of charges.

5. Claims will be entered in the register as soon as possible after the bills or other papers are received by the accountant officer, and the register will be frequently reviewed to secure that all necessary action to effect recovery has been taken. All items outstanding for over a month from the date the claim was first notified to the debtor will be reported in writing to the C.O.

6. Special registers of claims for which provision is already made in regulations (*see* clause 1) will also be scrutinised frequently and action taken as provided for in clause 5.

7. When a unit abroad effects a sale or issue on repayment, the recovery of which is to be made by the command accountant, the accountant officer will maintain a record, as in the case of station recoveries. When recovery vouchers are despatched to the command accountant the date of despatch will be recorded in the register and the entry watched until a copy of the voucher is returned with an endorsement showing that recovery action has been taken.

2919. Civil Aviation Receipts.—Receipts on account of civil aviation will be entered in the cash book and included in the monthly cash account rendered to the Air Ministry, supported by the return of daily receipts (C.A. Form 10).

2920. Other Accounting Services and Instructions.—Accountant officers are required to be acquainted with and to carry out the regulations for accounting services, including recovery services, laid down in the following air publications or other special instructions (which may modify the general instructions prescribed in these regulations):—

A.P. 112. Regulations for Supplies Services.
A.P. 826. Regulations for Civilian Employees.
A.P. 830. R.A.F. Equipment Regulations.
A.P. 855. Regulations for Works Services.

Digitized by Google

A.P. 938. Regulations for the R.A.F. Reserve.
A.P. 948. Recruiting Regulations for the R.A.F.
A.P. 968. Regulations for the Auxiliary Air Force.
A.P. 980. National Health and Unemployment Insurance of the R.A.F.
A.P. 1075. Regulations for the Princess Mary's R.A.F. Nursing Service.
A.P. 1083. R.A.F. Signal Manual, Part I.
A.P. 1096. Mobilization Regulations.
A.P. 1108. Regulations for Officers and Airmen of the Special Reserve serving in R.A.F. Squadrons.
A.P. 1407. Standard Instructions for keeping Non-Public Accounts —Officers' Mess.
A.P. 1408. Standard Instructions for keeping Non-Public Accounts —Sergeants' Mess.
A.P. 1409. Standard Instructions for keeping Non-Public Accounts —Service Institutes.
A.P. 1414. Regulations governing the payment of travelling and removal expenses of civilians serving at the Air Ministry and at out-station establishments.

SECTION X.—PUBLIC ACCOUNTS FOR WHICH OFFICERS OTHER THAN OFFICERS OF THE ACCOUNTANT BRANCH ARE RESPONSIBLE.

2931. Performing Full Accountant Duties.—Under paras. **2722** *to* **2724** and **2849** an officer other than an officer of the accountant branch may be called on to carry out the full duties of an accountant officer and in that event he will comply with the regulations laid down in this chapter in all respects.

2932. Carrying out Minor Accountant Duties.—An officer not of the accountant branch (especially at stations abroad or under active service conditions) may be required to carry out minor accountant duties either as a direct accountant to the Air Ministry (or Air Ministry auditor where one is appointed at stations abroad) or as a sub-accountant to the accountant officer of a unit. In such cases the officer will not usually be required to keep the pay and allowances accounts of officers or airmen, but if he should be required to keep these accounts for small detachments the regulations relating thereto and comprised in this chapter will be complied with. The keeping of the pay accounts of civilian employees, and other cash duties, may, however, become the duty of an officer under this para., especially at stations abroad, at depôts, and at stations where the whole of the cash accounting work is insufficient to justify the appointment of an officer of the accountant branch.

2933. Accounting Instructions Generally.—1. The officer appointed to carry out cash accounting duties under para. **2932** will keep an account of his receipts and disbursements in the cash book (Form 69 or 69A) and will render at the close of each month a copy of the transactions therein on Form 882 or 883, together with all necessary supporting vouchers, in accordance with the instructions given him from the source from which he draws the funds for his expenditure.

Digitized by Google

2. Instructions as to keeping the cash book and rendering Form 882 or 883 are contained in Section II of this chapter, and the general procedure for supporting the balances in hand at the close of each accounting period laid down in paras. **71** (when applicable) and **2740,** clause 3, will be complied with.

3. The opening of a bank account may not be necessary when the expenditure on the public account is small, as for instance when postage expenditure is the only item the officer is required to defray.

4. Detailed instructions as to the services on which he is authorised to make payments or receive moneys on the public account will be issued as follows:—

(*a*) By the Air Ministry if he is ordered to render his account to the Air Ministry.

(*b*) By the Air Ministry auditor at stations abroad when he is ordered to render his account direct to the Air Ministry auditors.

(*c*) By the accountant officer of the unit concerned when he is acting as a sub-accountant to an accountant officer.

These instructions may be issued by means of definite reference to the paras. of these regulations affecting the services which he is called on to administer and by such supplementary instructions as may be necessary owing to local conditions, &c. In the absence of any such special instructions he will have regard to the instructions on similar services prescribed in this chapter for accountant officers.

2934. Instructions Regarding other Services.—Cash accounts of certain services, such as works, maintenance units, and meteorological stations, have their own special regulations or instructions.

Section XI.—Income Tax.

2944. General.—1. Officers, airmen, members of the nursing service and civilian employees of the Air Ministry are liable to income tax at the same rates and under the same conditions as are applicable to the rest of the community.

2. Explanatory information regarding income tax will be published from time to time in A.M.Os.

2945. Tax Assessments—Officers.—1. An officer in the payment of the R.A.F. agents will obtain from them a Form A.M.63 or A.M.63 (Foreign). After completing the form, he will return it to the agents for transmission to the Commissioners of Income Tax, Air Ministry, or, if he so desires, may forward it direct to the Commissioners.

2. An officer in the payment of an accountant officer will be supplied by him with Form A.M.63 or A.M.63 (Foreign). After completing the form, the officer will forward it direct to the Commissioners of Income Tax, Air Ministry.

3. On receipt of the completed Form A.M.63, the Commissioners of Income Tax, Air Ministry, will notify to the agents or accountant officer, as appropriate, the amount of tax to be recovered from each individual

Digitized by Google

officer. The tax due will then be deducted from pay, as nearly as possible in equal monthly instalments.

4. Pending receipt of the notification referred to in clause 3, the agents or the accountant officer concerned will normally make deduction of tax at the rate assessed for the previous financial year.

5. When an officer is transferred from the payment of the agents to that of an accountant officer, the latter will be instructed by the Commissioners of Income Tax, Air Ministry, on Form A.M.856, as to the amount of tax remaining to be charged against the officer for the current year.

6. The tax on public quarters, where assessable (*see* para. **2949**, clause 1), will be assessed by the local inspector of taxes, but the annual value of the quarters will be included in the occupier's statement of income although the tax thereon will be collected locally. For this purpose the holder of the "fixed" appointment is regarded as the occupier and will be liable for the tax on the quarters even though, for any reason other than service reasons, he may not be in actual occupation.

2946. Tax Assessments—Airmen.—1. Except as indicated in clause 1A, accountant officers will supply a Form A.M.63, or, where appropriate, Form A.M.63 (Foreign) to every airman in their payment who is in receipt of assessable emoluments of 6*s.* 7*d.* a day or more (including colonial allowance whether taxable or not) or who was, in the previous financial year, in receipt of assessable emoluments at the above rate. After completing his claim, an airman will forward the form direct to the Commissioners of Income Tax, Air Ministry, who will notify to the accountant officer, on Form A.M.856, the amount of tax to be deducted for the year. Recovery will be effected in the pay ledger in equal monthly instalments, the accountant officer having the airman on pay on the last pay day of the month making the monthly recovery.

1A. A Form A.M.63, or A.M.63 (Foreign), need not be issued to an airman whose taxable emoluments do not exceed £204 a year, and in respect of whom there is positive evidence, in the form of compulsory allotment deductions from pay, that he is married, unless a deduction in respect of income tax was made in the previous year. In the latter event, a form should be issued irrespective of current emoluments.

2. Pending receipt of Form A.M.856, the accountant officer will continue to effect recoveries at the rate assessed for the previous financial year.

2947. Tax Assessments—Members of the Nursing Service.—The procedure for the assessment and deduction of tax in the case of members of the nursing service will be the same in principle as that laid down for airmen in para. **2946.**

2948. Tax Assessments—Civilians.—1. Accountant officers will issue a Form A.M.63 or A.M.63 (Foreign) to every civilian in their payment (except weekly wage earners employed on manual labour) who is in receipt of a salary of more than £125 per annum, or of wages amounting to £2 9*s.* 0*d.* a week or more (including any remuneration from non-public funds). The form will be completed and forwarded direct to the Commissioners of Income Tax, Air Ministry, who will notify the accountant

Digitized by Google

officer, on Form A.M.856, of the amount of tax to be deducted for the year. Pending receipt of this notification, provisional deductions of tax will be made at the rate assessed for the previous financial year.

2. Weekly wage earners employed on manual labour who are in receipt of not less than £62 10*s.* 0*d.* a half-year are assessable half-yearly by the local inspector of taxes. A special form for reporting the emoluments of such employees is supplied normally by the local inspector, but where this is not received the accountant officer should take steps to obtain a copy.

2949. Taxable Emoluments.—1. The taxable emoluments of an officer include—

Full pay; aide-de-camp allowance; additional pay and consolidated pay for service at the Air Ministry; half-pay; retired pay (other than disability retired pay); the annual value of public quarters at certain home stations where the posting is regarded as "fixed"* or the lodging and furniture allowances issued in lieu where no public quarters for the officers at those stations are available; good service annuity; V.C. annuity; colonial allowance unless ultimately paid out of colonial funds; that portion of the foreign allowance granted to an air attaché which is equivalent to the home rates of lodging and furniture allowances appropriate to the officer concerned.

2. In returning the amount of his taxable emoluments, an officer is entitled to make a deduction in respect of the annual cost of uniform as follows:—

(*a*) If of, or above, the rank of squadron leader £30
(*b*) If below the rank of squadron leader £25

3. The taxable emoluments of an airman include—

Substantive pay; good conduct pay and all other pay allowances; full family allowance entitlement, less the approved deduction in respect of married quarters, whether such quarters are occupied or not; V.C. pension; colonial allowance unless ultimately paid out of colonial funds.

2950. Returns by Accountant Officers.—1. As soon as possible after 31st March in each year, accountant officers will render an annual return on Form 805 to the Commissioners of Income Tax, Air Ministry, showing—

(*a*) all pay and other taxable emoluments, including any remuneration from non-public funds, issued by them during the preceding financial year to officers, members of the nursing service, and salaried civilian personnel and to any non-manual wage earners who received wages totalling more than £125. Colonial allowance will be shown separately whether taxable or not;

(*b*) the total tax recovered from or refunded to each individual included in the return.

2. An annual return will also be furnished on Form 808 of all the taxable emoluments of airmen to whom Form A.M.63 has been supplied and of the amount of tax, if any, recovered from or refunded to each airman during the year.

* Such stations will be notified from time to time in A.M.Os.

Digitized by Google

2951. Transfers between Units.—1. When an individual is transferred by posting from one accountant officer's payment to another, the relative notification of tax liability (Form A.M.856) will be completed by the former to show the amounts of tax deducted to date of transfer and will be forwarded to the new unit with the transfer list.

2. When transfers to units in India are involved, Form A.M.856 will be returned direct to the Commissioners of Income Tax, Air Ministry. In no case will the form be forwarded to India.

2951A. Engagements.—On the engagement at a home station of a civilian liable to income tax assessment under para. 2948, clause 1, a notification will be sent to the Commissioners of Income Tax, Air Ministry, giving the following particulars:—

(*a*) Name.
(*b*) Date of commencement of employment under the Air Ministry.
(*c*) Nature of employment.
(*d*) Rate of pay.
(*e*) Name and address of previous employer (if any).

2952. Discharge, Resignation, etc.—On the resignation or discharge of any person who is assessable to income tax, Form 1863 will be completed and sent without delay to the Commissioners of Income Tax, Air Ministry. When the emoluments issued during the current year include sums accrued in respect of earlier years, particulars of the issues appropriate to each year will be shown on the form.

Section XII.—Payment of Personnel in India and while Proceeding to or from India.

2964. General.—1. Personnel serving on the Indian establishment are entitled to pay and allowances at the rates laid down by the Government of India. A memorandum of financial arrangements between the India Office and the Air Ministry governing the allocation of the pay and allowances of air force personnel provided for the Indian establishment is contained in Appendix V.

2. The accounting procedure for the pay and allowances of air force personnel in India is governed by Indian regulations, but the accounting procedure for airmen proceeding to or from India is laid down in the following para.

3. When units as a whole are posted to India the same procedure as laid down for drafts will be applied in all respects.

2965. Drafts of Airmen Posted to India from the Home Establishment.—1. The accountant officer of No. 1 R.A.F. Depôt will furnish the senior draft conducting officer with a nominal roll of the airmen comprising the draft. The nominal roll will contain the following particulars for each airman:—

Official number.
Name and initials.
Rank.

Digitized by Google

Trade.
Rate of pay (including progressive pay, if any).
Rate of badge pay.
Rate of non-substantive pay and description (if any).
Rate of excess pay (if any).
Rate of allotment (if any).
Amount of debt on pay account if over £1.

These particulars will be obtained from the accountant officers of the units from which the airmen are drafted and, with the exception of the last two items, checked by the Officer i/c Records.

2. The accountant officer of the Depôt will provide the senior draft conducting officer with a sum of money for the payment of the airmen during the voyage and support the entry in his cash account with the receipt of that officer. The amount will be calculated on the following basis:—

For each airman below the rank of sergeant	£3 10s. 0d.
For each sergeant or flight sergeant	£6 0s. 0d.
For each warrant officer	£10 0s. 0d.

3. This scale represents the maximum payments that may be made during the voyage and payments should be reduced to airmen who embark in debt. The accountant officer, No. 1 R.A.F. Depôt, will notify the Controller, R.A.F. Accounts, Ambala, by letter of the total amount advanced and send a copy of the notification at the same time to the Accountant-General, India Office, London, and to the Air Ministry, London.

4. The senior draft conducting officer will hand over the nominal roll and cash to the O.C. R.A.F. on board, who will keep a separate cash account for the draft on Form 882 during the voyage and will record therein all moneys received or disbursed by him. Payments to airmen will be made on detachment pay rolls (Form 1510) on which the airmen's receipts will be taken for each amount advanced. Any payments for other services will be supported by receipted bills.

5. On arrival in India the O.C. R.A.F. will forward to the Controller, R.A.F. Accounts, Ambala, the nominal roll mentioned in clause 1, the cash account for the voyage period together with all supporting vouchers and the casualty forms (Form 739) for the voyage period. He will also pay any unexpended balance of funds into the Treasury at the port of disembarkation and forward the Treasury receipt to the Controller, R.A.F. Accounts, Ambala.

6. The amount advanced to the draft conducting officer under clause 2 will be recovered direct from the India Office by the Air Ministry.

7. At the earliest possible date after the airmen have embarked, the accountant officer of the unit from which the airmen proceeded to the port of embarkation will close the airmen's accounts, crediting them with pay up to and including the date prior to sailing (no credits should be given in respect of emoluments such as quarterly clothing allowance, becoming due during the voyage) and will prepare transfer lists in duplicate. The original transfer lists will be forwarded to the accountant officer, No. 1 R.A.F. Depôt, and the duplicates will be forwarded to the Air Ministry. The accountant officer of the Depôt will check

Digitized by Google

the original transfer lists so far as the information in his possession enables him and will forward them to the Controller, R.A.F. Accounts, Ambala, India, with a covering memorandum stating the number of airmen comprising the draft, the name of the transport on which they sailed, and the date of sailing. The accountant officer of the Depôt will forward to the Air Ministry a nominal roll of the draft, in triplicate, showing the debtor or creditor balances on the airmen's account, so that financial adjustment may be made with the India authorities.

8. If an airman is disembarked through sickness or any other cause at a port *en route* to India, cash advances may be made to him if necessary by the accountant officer of the station at which he is disembarked, but no pay will be credited to the airman's account and the airman's separate receipt will be obtained for the advances made. When the airman re-embarks for India, the total of the advances made together with any other charges incurred by the airman (damages, clothing issued on payment, &c.) will be reported by letter to the Controller, R.A.F. Accounts, Ambala, who will be requested to forward an India remittance form for the total sum due. On receipt of the India remittance form the airman's account will be credited with the amount of the remittance and the remittance form forwarded to the Air Ministry as a voucher to the pay ledger in which the adjustment is made.

2966. Drafts of Airmen Posted to India from Stations Abroad.—The procedure laid down in para. **2965** will apply generally, subject to the following variations:—

(*a*) The command accountant in commands abroad will perform the duties assigned to the accountant officer of No. 1 R.A.F. Depôt at home.

(*b*) Para. **2965.** Clause 1. Nominal rolls will not be checked by the Officer i/c Records.

(*c*) Para. **2965.** Clauses 2 and 3. The scale of advances that may be made during the voyage to India to airmen embarking in commands abroad will be as follows:—

	Malta.	Egypt, Palestine and Malaya.	Iraq and Aden.
Below the rank of sergeant	£2 10 0	£2 0 0	£1 0 0
Sergeants and flight sergeants ..	£4 10 0	£4 0 0	£2 0 0
Warrant officers	£8 0 0	£6 0 0	£3 0 0

(*d*) Para. **2965.** Clause 7. The original transfer lists will be forwarded direct to the Controller of R.A.F. Accounts, Ambala, India; duplicate transfer lists, together with a separate nominal roll showing the balance due to and from each airman (agreeing with the transfer lists), will be forwarded to the Air Ministry. Financial adjustment with the India authorities will be effected by the Air Ministry.

Digitized by Google

2967. Drafts of Airmen Posted from India.—1. The accounts of airmen will be credited by the India pay authorities with pay due for a standardised voyage period calculated from the date of sailing. The standardised voyage periods will be as follows:—

	Number of days.
India to Aden	6
India to Port Sudan	8
India to Egypt (Port of Suez)	10
India to Port Said	11
India to Palestine (Port of Haifa)	12
India to Malta	14
India to Iraq { Bombay to Basrah	6
India to Iraq { Karachi to Basrah	5
India to United Kingdom	22
Bombay to Singapore	9
Karachi to Singapore	11
Bombay to Hong Kong	14
Karachi to Hong Kong	16
Bombay to Shanghai	17
Karachi to Shanghai	19
India to Gibraltar	18
Calcutta to Singapore	8

2. Transfer lists (last pay certificates) compiled on this basis will be forwarded by the India pay authorities to accountant officers as follows:—

Airmen posted to the home establishment.	To the Accountant Officer, No. 1 R.A.F. Depôt, Uxbridge.
Airmen posted to Malta	To the Command Accountant, R.A.F., Valletta, Malta.
Airmen posted to Iraq	To the Command Accountant, R.A.F., Habbaniya.
Airmen posted to Egypt and Palestine.	To the Command Accountant, R.A.F., Middle East, Cairo, Egypt.
Airmen posted to Aden	To the Command Accountant, British Forces, Aden.
Airmen posted to Singapore	To the Command Accountant, R.A.F., Far East, Singapore.

Remittances on I.A. Form 602 for the credit balances due to the airmen will be forwarded by the India pay authorities to the Air Ministry.

3. (*a*) The India pay authorities (i.e. the Controller of Military Accounts concerned) will arrange for the advance, at the port of embarkation, of cash in English currency to the O.C. R.A.F., on each transport leaving India, for payment of airmen during the voyage. The amount of the advance required for the payment of airmen will be calculated on the basis of scales laid down in paras. **2965,** clause 2, and **2966** (*c*). The amount advanced at the port of embarkation will be refunded to the India Office by the Air Ministry.

Digitized by Google

(*b*) (i) The O.C. R.A.F. will arrange for cash to be issued to the airmen during the voyage. Payments will be made on "Voyage pay roll" forms provided by the India pay authorities. These forms will be completed and signed by the paying officer and witnesses after each payment.

(ii) The voyage pay rolls of airmen disembarking *en route* will be handed to the draft conducting officer, or, if no air force officer disembarks, to the embarkation officer at the port of disembarkation, who will give a receipt for them (showing the total amount disbursed) and forward them to the accountant officers referred to in clause 2.

(*c*) The O.C. R.A.F. will render an imprest account at the final port of disembarkation debiting himself with the amount received from the Controller of Military Accounts at the port of embarkation and crediting himself with the amounts actually paid to airmen, supported by the voyage pay rolls of the airmen who disembark at the final port of disembarkation and by the receipts for the voyage pay rolls of airmen who have disembarked *en route*. This account, which will be kept distinct from the accounts referred to in para. **2835,** will be submitted with all supporting documents and the cash balance in hand to the accountant officer of the country or station at which the last draft is disembarked (*see* clause 2).

(*d*) Where no R.A.F. officer is on board the duties will be carried out by the O.C. troops, who, on arrival at the final port of disembarkation, will hand the balance of cash to the R.A.F. officer, or, in his absence, to the Army paymaster attending disembarkation.

4. The accountant officers detailed in clause 2 will take the airmen with whom they are concerned on pay from the transfer lists received from India, debit them with the cash payments made during the voyage, make any necessary adjustments required by voyage casualties and render new transfer lists to the accountant officers of units to which the airmen are individually posted. The accountant officers detailed in clause 2 will support their pay ledgers with the India transfer lists. They will also, at the earliest possible moment, forward to the Air Ministry a nominal roll of the airmen whose transfer lists from India show debtor balances, the amount of each debt being shown. The necessary adjustment on account of these debtor balances will be made by the Air Ministry with the Controller, R.A.F. Accounts, Ambala, through Form 1706.

5. If an airman drafted from India is disembarked through sickness or any other cause at a port *en route* to his destination, the procedure laid down at para. **2965,** clause 8, will be carried out except that the cash advances, &c., made at the port at which he disembarked will be notified for recovery by means of Form 65 (attachments advice list) to the accountant officer of the station to which he is posted when he subsequently re-embarks for it.

2968. Adjustments in Accounts.—1. Every care will be taken to ensure that airmen's accounts are completed in all respects before transfer lists are despatched, but should it be necessary to re-open an airman's

Digitized by Google

account for a belated credit or debit due to an error in a rate of pay or allotment, the Controller, R.A.F. Accounts, Ambala, will be requested to make the necessary amendment in the rate shown on the original transfer list.

2. Should a belated credit or debit be less than sixpence the airman's account will be closed by entry in the "Notified to Air Ministry" column of the pay ledger. Should, however, the amount involved be sixpence or more or should the airman claim an amount less than sixpence, the Controller, R.A.F. Accounts, will be notified by letter, giving full particulars, of the further amount due to or from the airman. A copy of the letter will be forwarded to the Air Ministry in order that financial adjustment may be made with India.

SECTION XIII.—PAYMENT OF CIVILIANS.

2978. Payment of Civilians.—1. Accountant officers will pay civilians at units or stations, unless the number employed is sufficiently large, in the opinion of the Air Ministry, to warrant the employment of a civil accountant for the duty.

2. The numbers of civilians that may be employed, and their trades and pay, are authorised by the Air Ministry, and civilians other than those so authorised will not be paid from Air Ministry funds.

3. (*a*) The pay earned by civilians, assessed on the basis of the attendance book and casualty form (Form 855), will be entered weekly or monthly, as the case may be, on the salary list (Form 430) or wages list (Form 1603).

(*b*) Normally, receipts will be obtained from civilians who are paid on the wages list. If, however, it is considered that payment in the presence of witnesses is preferable to obtaining the personal receipts of weekly paid civilians, application will be made to the A.O.C. for approval to introduce this procedure. A copy of such approval will accompany the pay list in which the revised procedure becomes effective.

(*c*) In all cases of salary payments, receipts will be obtained. When payment is made by draft, the number of the draft will be inserted in the signature space on the salary list, and the paid draft will be enclosed as a supporting voucher to the cash account (*see* para. **2746**, clause 2).

(*d*) When witnessed payments of weekly paid civilians are in force, one witness should be an officer (or civilian assistant) or warrant officer and one a civilian, neither of whom should be a member of the accountant staff or employed in the accounting office. As it is essential that the civilian witness should personally know the civilians, it may be necessary that a separate civilian witness should attend in respect of each class or party of civilians.

(*e*) A loose-leaf record (Form 1605) will be maintained for each civilian employed in R.A.F. home commands and the Mediterranean.

4. The necessary certificate regarding payment in the presence of witnesses will be completed on Form 1603 at the end of each week's payments.

Digitized by Google

5. Insurance cards and books (health and pensions, and unemployment), where applicable, of civilians will be kept in safe custody by the accountant officer. The numbers and value of insurance stamps required will be entered on Form P325B, which will be taken to the nearest post office with a cheque drawn on the public account for the value of the stamps required, and the value of the stamps purchased will be debited in the cash account as a cash receipt (supplies of Form P325B are obtainable on demand from any post office). The civilian's contribution will be deducted from the wages and the card and/or book stamped before payment of the net wages due. The value of stamps actually expended, i.e. affixed to insurance cards and books, will be entered in the cash account as cash spent. Any stocks of unexpended insurance stamps remaining in hand will be treated in all respects as "cash in hand."

6. The officer appointed for cash accounting duties is responsible for ensuring that insurance cards or books are correctly stamped. Where the work of stamping is not actually carried out by this officer, he is to make an independent check of the stamps affixed on each occasion on which the cards or books are stamped.

7. Whenever a card or book is handed back to a civilian, a receipt, which is to show the number and value of stamps affixed to the card or book, is to be obtained for it.

8. Payment of compensation to civilians for injuries arising out of and in the course of their employment will be governed by the instructions contained in A.P. 826.

9. The attendance book will not in any circumstances be compiled or kept by the accountant officer.

10. A copy of the casualty form (Form 855) will be attached to the civilians' salary or pay list rendered to the Air Ministry with the cash account.

11. Receipts given by civilians for or on account of any salary, wages or other like payment or on account of money paid in respect of any pension, superannuation allowance, compassionate allowance or other like allowance, whatever the amount, are exempt from payment of stamp duty, but *see also* para. **2762.**

12. In commands abroad the special instructions necessitated by local conditions of employment, &c., will be prepared by the air or other officer commanding in consultation with the Air Ministry auditor, where one is appointed. Six copies of the local instructions issued and any amendments thereto, as and when they are made, will be sent to the Air Ministry for information.

13. *See also* A.P. 826, and paras. **1541** to **1543.**

Section XIV.—Pay Accounts of Soldier Personnel attached to the R.A.F.

2988. 1. *In Iraq and Aden* the whole cost of soldier personnel attached to the R.A.F. will be charged to Air Votes and the pay accounts will be kept, in the R.A.F. pay ledgers, by the Accountant Officer,

Digitized by Google

R.A.F. Station, Habbaniya, for men serving in Iraq, and by the Command Accountant, Aden, for men serving in that command.

2. *In other commands* instructions will be issued as necessary.

CHAPTER XXXVI.

The regulations concerning the Princess Mary's R.A.F. Nursing Service, contained in the 1924 *edition of King's Regulations and Air Council Instructions, have been transferred to A.P.* 1075.

Digitized by Google

CHAPTER XXXVII.

TRAVELLING, PASSAGES AND CONVEYANCE OF FURNITURE AND BAGGAGE.

SECTION I.—ENTITLEMENT TO FREE TRAVELLING.

3010. Economy in Travelling.—1. A C.O. will ensure that no unnecessary travelling is undertaken by personnel under his command, and that the journeys which are actually necessary are performed in the most economical manner with regard not only to the route selected and the mode of conveyance, but to the period of detention which the journey may involve.

2. An officer who orders or permits a journey, or who issues a railway warrant for a journey, without authority or in circumstances not covered by these regulations, will be held personally liable for any unnecessary or extra expense caused to the public.

3011. General Rules as to Free Travelling.—1. An officer or airman will be allowed, subject to the regulations contained in this chapter, the actual and necessary expense of his conveyance when proceeding on duty under air force orders.

2. An officer or airman serving in one of H.M. ships, will, as a general rule, be entitled to travelling expenses and allowances under the conditions, and at the rates laid down in this chapter when sent ashore on duty; but if the conditions are peculiarly naval and consequently not adequately provided for herein, the air or other officer commanding may authorise the payment of expenses and travelling allowance under naval regulations.

3. Claims to free travelling arising in circumstances not covered by regulations, and cases of doubt as to the propriety of particular charges, will be submitted, if possible, before the journey is undertaken, to the air or other officer commanding, who will refer the matter, if necessary, to the Air Ministry.

3012. Conveyance between Lodging and Place of Duty.—1. An officer or airman will not be entitled to conveyance at the public expense between his lodgings and place of duty, and journeys will, as regards the recovery of travelling expenses, generally be considered as commencing from the usual place of duty. Where journeys necessarily commence direct from lodgings, travelling expenses may be allowed thence by the air or other officer commanding, subject to the general conditions that extra expense is not thrown on the public through the applicant residing farther than is necessary from his usual place of duty.

2. An officer on temporary duty to whom no quarters can be allotted at the temporary station and who would in addition to retaining his quarters or receiving lodging allowance at the permanent station under paras. **3260** and **3261,** clause 4, be entitled to draw the single rate of lodging allowance at the place of temporary duty, may be granted, in lieu of the single rate of lodging allowance at the place of temporary duty, travelling expenses (but not travelling allowance) between his permanent station and the place of temporary duty, within the limit of the lodging allowance. Fuel and light allowances will not be taken into

Digitized by Google

account under this arrangement. In determining the admissibility of such travelling expenses, it will invariably be considered whether, had the officer actually gone into residence at the temporary station, it would have been necessary or reasonable for the quarter or lodgings at the permanent station to have been retained during the whole or part of the period.

3012A. Travelling Expenses between Official Quarters and Place of Duty.—An officer or airman who would be entitled to conveyance by service transport between his official quarters and place of duty under para. **1954,** clause 4 (*d*), may, when such transport is not available or is uneconomical, be allowed refund of travelling expenses actually and necessarily incurred for one return journey a day by the cheapest means, provided that the refund shall not exceed (*a*) the rate of lodging allowance appropriate to his rank or (*b*) for an officer or airman who has *elected* to occupy quarters which would otherwise have been allotted to another officer or airman, the amount (if any) which would have been payable if the quarter had been allotted to the nearest entitled officer or airman on the lodging list.

3013. When not Entitled—Officers.—An officer will not (subject to the exceptions hereinafter provided) be entitled to travelling expenses—

(*a*) When in receipt of a special allowance which covers travelling.

(*b*) On first appointment, whether to a permanent or to a short service commission, except as provided in para. **3014.** This includes a cadet taking up first appointment in commissioned rank.

(*c*) When rejoining from half or retired pay in respect of journeys outside Great Britain and Northern Ireland.

(*d*) As regards expenses within the United Kingdom—on leaving the active list or on being placed on half-pay (whether voluntarily or compulsorily).

(*e*) When proceeding for investiture with the insignia of any order or decoration, or attending a levée, garden party or similar social function.

(*f*) When attending an interview in connection with an appointment under a colonial government and when taking up or vacating such an appointment.

(*g*) When proceeding to London to report personally at the Air Ministry unless he does so in accordance with regulations or with an order issued by the Air Ministry or by the air or other officer commanding.

(*h*) When returning home between two meetings of a committee if the expense is greater than the cost of remaining in the vicinity.

(*j*) When exchange or posting is permitted under para. **335** (unless carried out on public grounds), beyond the expense which would have been incurred if no exchange or posting had taken place.

(*k*) *Deleted.*

(*l*) In connection with examination for the qualification of interpreter at which the officer fails to qualify or requalify (*see* para. **3108,** clause 2 (*b*), as to passages).

Digitized by Google

(*m*) In connection with examinations taken preparatory to being permitted to proceed to study for the qualification of interpreter, except as provided for in Chapter IX, Section III.

(*n*) In connection with examination for promotion, at which the officer fails to qualify.

(*o*) In connection with the examination of short service officers for selection for permanent commissions, unless he attains a qualifying standard.

(*p*) In connection with attendance for dental treatment at a dental centre (*see* para. **1559**), unless he comes under category (*a*) or (*b*) of para. **1564**, clause 2.

3013A. Officer's Liability for Travelling Expenses in connection with Passages.—An officer liable for the cost of a passage under the terms of paras. **3109** and **3110** will also be liable for the corresponding travelling expenses as between unit and port of embarkation (or disembarkation) both in the area abroad and in the British Islands.

3014. Travelling on First Appointment or Entry into the Service.—1. As a general rule travelling expenses in taking up first appointment will not be allowed as a charge against air force funds. The exceptions to this rule are provided for in clauses 2, 3 and 4.

2. An officer joining on first appointment whose normal place of residence is overseas will be allowed his travelling expenses outside Great Britain and Northern Ireland.

3. An officer joining his new station on promotion from the ranks will be allowed travelling expenses at home and abroad for himself and his family as defined in para. **3027**, clause 1.

4. A railway warrant may be issued to a prospective recruit proceeding from his home to the recruiting depôt after the recruiting officer has satisfied himself, as far as possible, that the applicant is a suitable candidate. A further warrant may be issued for the journey from the recruiting depôt to No. 1 R.A.F. Depôt. If rejected—and provided such rejection is due entirely to the requirements of the service (e.g. medical reasons, failure to pass requisite tests, lack of vacancies in the specific trade)—he will be granted free conveyance back to his home. If the cause of rejection of a recruit could have been detected at the recruiting depôt from which he was sent forward, the recruiting officer concerned may be held liable for the expense incurred.

3014A. Officers Rejoining from Half-Pay, the Retired List or the Reserve.—1. Travelling expenses from his residence in the United Kingdom, or, if he is resident abroad, from the port of disembarkation in the United Kingdom, to the station to which he is ordered to report, will be allowed to an officer rejoining for permanent employment from half-pay, the retired list or the reserve. Service on mobilization is not regarded as permanent employment for the purpose of this clause.

2. Travelling expenses from his residence abroad to the port of embarkation, passage money, and travelling expenses from the port of disembarkation to the station to which he is ordered to report will be allowed to an officer on the retired list or reserve who, while permanently residing abroad, is recalled by specific orders for service in an emergency (*see also* A.P. 1096).

3. Travelling expenses from his residence in the United Kingdom, or, if he is resident abroad, from the port of disembarkation in the United

Digitized by Google

Kingdom, will be allowed to an officer rejoining for temporary employment or on mobilization from half-pay, the retired list or the reserve. Travelling expenses will also be allowed on termination of employment.

4. Travelling expenses from and to their residences in the United Kingdom will be allowed to officers on half-pay or the retired list called for duty as aide-de-camp to the King.

3014B. Officiating Chaplains.—1. Officiating chaplains will not as a general rule be entitled to any travelling expenses in addition to the remuneration granted to them from public funds (but *see* para. **1955,** clause 1 (*c*), in regard to provision of service transport).

2. Subject to para. **3069,** and provided that service transport is not proceeding over the same route, an officiating chaplain may receive an allowance under para. **3070** for the use of a private car for journeys for which the use of service transport is admissible.

3. When, however, an officiating chaplain has to travel an unusually long distance in order to discharge his duties and service transport is not available or admissible, the air or other officer commanding may recommend for Air Ministry approval the grant of an allowance towards the cost of the authorised journeys which are necessarily performed.

3015. Airmen Rejoining from the Reserve.—The travelling expenses allowed to reservists called up for training or on mobilization are detailed in A.P. 938.

3016. Officer Returning to Home Establishment.—An officer on return to the home establishment will, on being posted, be entitled to travelling expenses incurred on joining his new station, within the cost at government rates of a direct journey from the port of disembarkation (or from the Air Ministry if he reports there) to such station (*see also* para. **3140**).

3017. Officer Proceeding Abroad.—An officer proceeding abroad on posting or temporary duty is entitled to free conveyance for himself and the regulated quantity of baggage from his last unit to the port of embarkation. If he does not proceed from his last unit, he is entitled to refund of the actual rail and baggage expenses incurred up to the amount at government rates which would have been admissible if he had proceeded from his unit, or, if he has no unit, he is entitled to a similar refund within the cost of proceeding from London (*see* para. **933** as to the issue of railway warrants and carrier's notes).

3018. Medical Boards, Hospital and Sick Leave.—1. (*a*) An officer or airman who is admitted to hospital, or to a convalescent home, for treatment at the public expense will be allowed travelling expenses on admission and discharge, but if he proceeds from or to his home, such expenses must not exceed the cost from or to his station (if stationed in the British Islands), or (if returning from abroad) the Air Ministry or other place at which he last reported for duty on landing. Similarly, expenses will be admitted in the case of officers admitted to King Edward VII's Hospital, London, or the Convalescent Home, Osborne. (*See also* para. **3023,** sub-para. (*f*).)

(*b*) An officer who proceeds from his unit to hospital for out-patient treatment will not be allowed travelling expenses unless specialist advice or special treatment which cannot be given locally is necessary. For this

Digitized by Google

purpose an X-ray examination as an aid to diagnosis is not included under the term "specialist advice or special treatment" unless the disability is directly attributable to conditions of service (*see* para. **1513,** clause 1 A).

(*c*) Officers absent from their units on leave will not be allowed travelling expenses incurred in attending hospital for out-patient treatment or specialist advice.

2. An officer or airman will be allowed travelling expenses from and back to his place of duty when ordered to appear before a medical board.

3. (*a*) An officer on leave (sick or ordinary) or half-pay, or an officer who has relinquished his commission, will be allowed travelling expenses consequent upon his being ordered to appear before a medical board.

(*b*) An officer on the retired list will be allowed travelling expenses when attending before a medical board with a view to the grant or renewal of disability retired pay, or when attending hospital for approved hospital treatment in connection with the renewal of disability retired pay.

(*c*) Travelling expenses authorised under (*a*) and (*b*) will be limited to the necessary cost of journeys within the British Islands or within the dominion or colony in which the officer's home is situated.

4. Except as provided for in clauses 3 and 5, and in paras. **3108,** clauses 2 (*c*) and 4, **3111,** clause 2, and **3119,** clause 1 (*b*), as regards sea passages, an officer or airman will not be entitled to travelling expenses in connection with sick leave.

5. An officer who, on the recommendation of a medical board, is granted sick leave and is provided with a sea passage to or from a station abroad, will be eligible for travelling expenses for the journey from his station to the port of embarkation, and from the port of disembarkation to his unit on his return. Where the officer is granted a passage to proceed to his home, travelling expenses to and from his home within the country in which his home is situated will also be allowed.

3019. Travelling to obtain Artificial Appliances.—1. An officer or airman may be allowed travelling expenses at home for the journeys necessarily undertaken to and from the makers for the purpose of fitting or refitting an artificial appliance provided at public expense, as the result of post-war disability.

2. Claims will be supported by a certificate that the journeys were undertaken for this purpose, and will be countersigned by a medical officer.

3020. Courses of Instruction.—An officer will be allowed travelling expenses when ordered to attend an authorised course of instruction, including courses at universities for which full pay and allowances are admissible under para. **375B** (as regards conveyance of families, *see* paras. **3027,** clauses 2 and 3, and **3112,** clause 3 (*c*)).

3020A. *Deleted.*

3021. Travelling in connection with Leave—Officers.—1. An officer will not be entitled to travelling expenses incurred by him in consequence of leave, except in the following circumstances:—

(*a*) (i) When ordered from one station to another, and the journey is broken by a period of leave.

(ii) When ordered to a new station whilst on leave.

The travelling expenses admissible (including conveyance of baggage) will be those actually incurred but not exceeding the cost,

Digitized by Google

at regulated rates, of a direct journey from his old to his new unit if both are in the United Kingdom or in the same command abroad; from his old unit to the port of embarkation if he is proceeding abroad; or from the port of disembarkation to his new unit if he is posted from a unit abroad to one in the United Kingdom.

(*b*) When on leave from a station abroad, an officer who—

(i) is transferred to home establishment,

(ii) is recalled to his station abroad,

(iii) is placed on half-pay, or

(iv) retires,

and is granted a refund of passage money under para. **3111,** clause 6, may be reimbursed the travelling expenses incurred at the station abroad on the basis set out in that para.

2. If an officer, while on leave, is ordered to perform any duty away from his ordinary station, the actual travelling expenses incurred in the performance of such duty, not exceeding the cost which would have been incurred had he not been on leave, will be admitted.

3. Where, however, an officer on leave is recalled to his ordinary station to perform some special duty not normal to his appointment or to the duties of his branch and on completion of such duty reverts to leave, the case may be submitted to the Air Ministry for consideration. Recall to act in the absence of another officer, or to attend a court martial or court of inquiry, are duties normal to an appointment.

4. A married officer (as defined in para. **3237**) granted a passage under para. **3108,** clause 2 (*d*), accompanying his family granted free passages on invaliding home under para. **3114,** clause 1, will be allowed actual and necessary travelling expenses from unit abroad to the port of embarkation. Similar expenses from the port of disembarkation to the unit on rejoining from such leave will also be allowed. The officer will not be allowed travelling expenses within the United Kingdom.

3022. Leave after Service Abroad—Draft Duties.—An officer who arrives home on leave from abroad, or who is granted leave at home on arrival from abroad before joining a new station, if ordered to proceed to a home station on duty with a draft will be reimbursed the extra expense (if any) incurred by him in subsequently proceeding to his place of residence, over and above the amount which would have been incurred by him had he proceeded direct from the port of disembarkation to his place of residence. Similarly, an officer returning to a station abroad off leave and ordered to a home station to do duty with a draft to the port of embarkation will be reimbursed the extra expense (if any) incurred in proceeding to the draft over and above the cost of a direct journey from his residence to the port.

3023. Travelling in connection with Leave—Airmen.—An airman will not be entitled to travelling expenses in connection with leave except—

(*a*) in the circumstances in which they would be granted to an officer under para. **3021,** clause 1 (*a*) and para. **3022;**

(*b*) when he is recalled from leave for any temporary duty: he will then be entitled to the cost of one journey to and from the place at which he was spending his leave at the time of recall, provided that he reverts to leave immediately on completion of the specific temporary duty for which he was recalled;

Digitized by Google

(*c*) when proceeding to his home on leave granted under para. **1404** in anticipation of discharge or transfer to the reserve. If the discharge or transfer is not carried out, however, and the airman rejoins his unit, the travelling expenses of both journeys (including the cost of the railway warrant) will be paid by him;

(*d*) when granted leave under para. **951**, clause 3, to accompany his family, on posting from abroad to a unit at home, to a selected place of residence when neither married quarters nor lodgings at the unit are available. The expenses admissible will be limited to the cost, at regulated rates, of a direct journey between the port of disembarkation and the airman's unit;

(*e*) when granted a passage under para. **3119**, clause 1 (*c*) or (*e*), when conveyance will be allowed to the selected place of residence and for return therefrom when proceeding to rejoin for duty at home or abroad;

(*f*) when admitted to a naval, military, R.A.F. or civil hospital as the result of illness or injury. Any extra cost of conveyance arising out of the admission, over and above the travelling expenses which would have been incurred in connection with leave had the necessity for treatment in hospital not arisen, may be allowed.

3024. Travelling of Airmen on Discharge or Transfer to Reserve.—1. An airman will be granted free conveyance on discharge or transfer to the reserve under the following conditions:—

(*a*) If enlisted in the British Islands, to his selected place of residence therein unless he purchases his discharge (*see* clauses 1 (*d*) and 2 (*e*) below).

(*b*) If enlisted abroad—

(i) On discharge—to his place of enlistment if he is domiciled there.

(ii) On transfer to the reserve—to his selected place of residence in the United Kingdom unless he is permitted under the authority of the Air Council to reside in the country of enlistment in which event conveyance to the place of enlistment may be granted.

If the airman is serving overseas, conveyance to the place of enlistment will be in lieu of, and not in addition to, conveyance to the United Kingdom.

(*c*) If enlisted in Great Britain and Northern Ireland and discharged at a station abroad on completion of his full term of service, with a view to settlement in any British dominion, colony, dependency or mandated territory, he will be granted conveyance, or an allowance in aid of conveyance, to such country at a cost not exceeding the cost of passage to the United Kingdom by such means as would have been used had he returned for discharge to the United Kingdom, provided that he fulfils the necessary conditions for admission as a settler. An airman discharged at a station abroad with a view to his residing within the command will be granted conveyance under such conditions as may be laid down by the Air Council.

(*d*) If he claims his discharge by purchase under Section 81, Air Force Act, to the place of his discharge: but not from such place of discharge to his selected residence.

Digitized by Google

2. Conveyance will not be granted to an airman on discharge or transfer to the reserve—

(*a*) After date of discharge or transfer to the reserve, except as provided in clause 5 or for duly certified illness of the individual or his family or otherwise when the Air Council specially authorise free conveyance.

(*b*) On release from confinement in a civil prison. Where, however, an airman enlisted in the United Kingdom is discharged from the R.A.F. abroad or is to be discharged at home after conviction by the civil power while serving abroad, he may, on termination of the imprisonment, be provided with conveyance to the port of embarkation abroad, a suitable allowance to cover subsistence both on the journey and while detained at the port awaiting embarkation, and passage (not in a transport or freight-ship) to the United Kingdom. (Expenses from the port of disembarkation to selected place of residence will not be allowed.) All claims for expenses will be referred to the Air Ministry supported by a copy, certified by the prison governor, of the particulars of the man's discharge as shown on the certificate of his discharge. If an airman has been discharged while serving abroad on conviction by the civil power, and subsequently despatched by the colonial government to the United Kingdom to serve or complete his sentence, any claim for refund of expenses incurred in connection with such conveyance will be referred to the Air Ministry.

(*c*) On discharge in consequence of having made a false statement on enlistment (*see* clause 3).

(*d*) On relegation to the reserve after improper enlistment.

(*e*) On discharge by purchase, except as provided for in clause 1 (*d*) (*see* para. **639** in regard to the deposit required for cost of conveyance).

3. When an apprentice or a boy entrant is discharged in consequence of having made a false statement on enlistment the C.O. will ascertain that the apprentice or boy entrant is in possession of a sufficient sum to pay his fare from the place of discharge to his home. If necessary, the C.O. will request the relative or guardian to provide the fare or any amount required to make up the fare. A free warrant may be issued for the journey from the unit to the place of discharge, but none is issuable for the journey from the place of discharge to the apprentice's or boy entrant's home.

4. Where conveyance for an airman entitled thereto on discharge or transfer to the reserve cannot be provided by rail or sea, the cost of conveying him to his home by the most economical alternative method will be allowed, if approved by the air or other officer commanding. (*See* para. **3093** as to subsistence and mileage allowance for the journey.)

5. An airman who elects to take his discharge or is permitted to be transferred to the reserve while serving abroad may be granted a deferred passage under the following conditions:—

(*a*) At the airman's request, subject to the approval of the air or other officer commanding the station, for a later journey in the same or in the next trooping season, but not later.

(*b*) In a case not covered by (*a*) at the discretion of the air or other officer commanding the station for an airman who is locally

Digitized by Google

discharged or transferred to the reserve and immediately taken into local civil employment; but the deferred passage may only be granted when the man becomes unemployed, within a period of 5 years from the date of discharge or transfer to the reserve, and when there is no effective obligation on the part of the employer to repatriate the employee.

A deferred passage under this clause may be granted by public vessel only, and the class of accommodation, etc., will be that to which the airman was entitled when serving.

3025. Ex-Airman Called Up for Medical Examination or Hospital Treatment.—When it is necessary, in connection with a post-war disability, for an ex-airman to be called up for a medical examination, or when further treatment in hospital is approved, a railway warrant (Form 417) for the double journey from home to place of examination —or to the hospital—and return may be issued, and in addition, travelling allowance at the regulated rates for airmen for the time necessarily spent away from home. Should other means of conveyance be necessary (e.g. owing to infirmity or to the distance to be covered being too far for walking) an accountant officer may advance the minimum sum necessary to secure the attendance of the pensioner when he is not in a position to bear the cost in the first instance.

3026. Conveyance of Servants.—1. The instructions contained in this para. relate only to civilian servants personally engaged and paid by the officer concerned. *See* para. **858** as to movements of airmen employed as batmen and of civilian batmen employed by the Air Ministry.

2. When an officer proceeds on temporary duty at home or within the command abroad in which he is serving and, although detained for one or more nights at the place visited, is not entitled to receive travelling allowance at rate 1, 2 or 3 (*see* para. **3080**) whilst so detained, he may be allowed free conveyance for one male servant provided that—

(*a*) a batman is not available at the temporary station;

(*b*) the cost of conveyance of the servant does not exceed the anticipated amount which might otherwise be issuable under para. **3304,** clause 3.

3. An officer proceeding on duty (other than temporary) at home or within the command abroad in which he is serving is entitled to free conveyance of the following number of male civilian servants provided that he does not also take with him an airman batman:—

If not below the rank of air commodore .... Two servants.
Other officers .... One servant.

The number of servants will in no case exceed that allowed for the officer's rank at his former station, and the servants must accompany the officer unless otherwise authorised by the air or other officer commanding.

4. In no case will free conveyance by land of female servants and their baggage be allowed; as regards conveyance of baggage by sea, however, *see* para. **3129,** clause 1.

3027. Definition of Officer's Family and Entitlement to Conveyance.—1. In this chapter, an officer's family, so far as any question relating to entitlement to conveyance is concerned, shall (subject to clause 1A)

Digitized by Google

mean his wife, his unmarried legitimate daughters, unmarried legitimate step-daughters, or unmarried adopted daughters residing with him and dependent on him, and his legitimate sons, legitimate step-sons, or adopted sons under eighteen years of age: cases in which legitimate sons, legitimate step-sons, or adopted sons over that age suffer from mental or bodily infirmity may be submitted for special consideration.

1A. The following adopted children will not be regarded as coming under the definition of 'family' given in clause 1 :—

(i) Children adopted otherwise than under the Adoption of Children Act, 1926, the Adoption of Children Act (Northern Ireland), 1929, or the Adoption of Children (Scotland) Act, 1930.

(ii) Children adopted under those Acts by an unmarried officer, or widower who has no other child covered by the definition of 'family,' except on the subsequent marriage of such officer.

An adopted child once regarded as covered by the definition of 'family' will continue to be so regarded under the same conditions as apply to other children.

1B. An over-age son, stepson or legally adopted son granted a passage to the United Kingdom under para. **3114A** will be allowed conveyance to the port of embarkation abroad but conveyance from the port of disembarkation in the United Kingdom will not be provided.

2. A married officer (as defined in para. **3237**) is entitled to land conveyance for his family (as defined in clause 1) in the following circumstances:—

(*a*) On a permanent change of station (i.e. on being posted from one unit to another to fill a vacancy in an authorised establishment).

(*b*) When his family accompanies him to and from a temporary duty station for a period which is expected to exceed six months, provided that both stations (temporary and permanent) are at home or in the same command abroad; or when his family accompanies him on proceeding on a course of instruction of more than six months' duration, whether at an air force station or elsewhere, to and from the place where the course is held.

(*c*) When, while home from abroad for a period of temporary duty which is expected to exceed six months or for a course of instruction of more than six months' duration, he marries and his wife joins him at the temporary duty station or the place where the course is held—from that station or place to the port of embarkation at home, and from the port of disembarkation to the officer's station abroad, when passage is provided under para. **3117B,** clause 1. Conveyance from the port of disembarkation to the officer's station abroad will also be allowed when an officer at home on leave from abroad marries, and passage is provided for his family under para. **3117B,** clause 1.

(*d*) On rejoining for permanent employment from half-pay, the retired list or the reserve, to the extent to which he himself is allowed travelling expenses under para. **3014A,** clause 1.

(*e*) On appointment to the Fleet Air Arm at home or in the Mediterranean and on change of permanent shore base—*see also* clause 5 (*b*).

Digitized by Google

3. Land conveyance for an officer's family will not be allowed when he—

(*a*) proceeds on temporary duty or on a course of instruction, except as provided for in clause 2 (*b*), or

(*b*) is posted to a unit as supernumerary to establishment (except under clause 2 (*b*)) unless he is absorbed into establishment at a later date, or

(*c*) is granted passage under para. **3108,** clause 2 (*h*) or (*j*), to a greater extent than is allowed for the officer, or

(*d*) is not himself entitled to conveyance.

4. The actual journey for which the family can claim land conveyance will normally be determined by that to which the officer himself is entitled, and any expenses incurred in excess of the cost of such journey will not be admitted as a charge against public funds.

5. (*a*) When a married officer (as defined in para. **3237**) is posted from a unit at home to a unit abroad to which families are not permitted by the Air Council to proceed (*see* para. **3112,** clause 3 (*b*)), or to a station at which the regulated medical authority is satisfied that residence would, for climatic reasons, be likely to involve danger to the health of the family, free conveyance of the family of the officer will be granted to the selected place of residence at home. Free conveyance from the selected place of residence will also be granted when the family is allowed to rejoin the officer at a station abroad, or—if the family does not rejoin him abroad—to his new unit at home on posting to home establishment.

(*b*) When a married officer (as defined in para. **3237**) is appointed to the Fleet Air Arm at home or in the Mediterranean and does not elect to take his family with him to the permanent shore base, free conveyance of the family from the old station to a selected place of residence at home may be granted. Except on change of permanent shore base, free conveyance from the selected place of residence will not be allowed while the officer is still serving with the Fleet Air Arm, but such conveyance may be granted when the family is allowed to rejoin the officer on his reposting from the Fleet Air Arm. (*See also* clause 9.)

6. When an officer serving abroad is posted to a new station, within the same command, at which accommodation for his family (as defined in clause 1) is not immediately available, the family may be conveyed at public expense to a selected place of residence, at the discretion of the air or other officer commanding, and thence to the husband's new station when accommodation is available.

7. (*a*) The family of a married officer (as defined in para. **3237**) when residing with the officer abroad may be allowed travelling expenses between the officer's station abroad and the port of embarkation and between the port of disembarkation and the selected place of residence at home if granted passages to the United Kingdom in the following circumstances:—

(i) On the officer proceeding on active service.

(ii) On the officer proceeding to a station to which passages for families are not allowed.

(iii) On the officer proceeding to a station at which the regulated medical authority is satisfied that residence would, for climatic reasons, be likely to involve danger to the health of the family.

Digitized by Google

(iv) On the family being invalided on the recommendation of a medical board.

(v) On the officer being invalided and the medical board recommending that his wife should accompany him as attendant.

(vi) On the officer dying while serving abroad.

(*b*) When the family, having returned to the United Kingdom under sub-clause (*a*) (i) to (v), is allowed passage to rejoin the officer abroad, travelling expenses may be allowed from the selected place of residence to the port of embarkation and from the port of disembarkation to the officer's unit abroad.

(*c*) When the family, granted travelling expenses under sub-clause (*a*) (i) to (v), is not granted passage to rejoin the officer abroad, travelling expenses from the selected place of residence at home may be allowed when the family rejoins the officer at his new station at home.

7A. The family of a married officer (as defined in para. **3237**) may be conveyed at public expense on proceeding to a selected place of residence in the United Kingdom and subsequently on rejoining the officer at a permanent station, if, on mobilization, they are compelled to vacate quarters of which they have been in occupation, or if, on the transfer of the officer on mobilization, they voluntarily vacate quarters or lodgings at the officer's pre-mobilization station.

8. When an officer's family is granted an anticipated return passage under para. **3116,** the arrangements for the journey from the port of disembarkation to the selected place of residence and from there to the officer's station at home on rejoining him must be made by the family. Actual travelling expenses in connection with these journeys will be refunded up to the cost, at regulated rates, of the direct journey from the port to the officer's new station. For journeys in connection with deferred passages provided for officers' families under para. **3115,** conveyance will be allowed for the direct journey from the officer's last unit at home to the port of embarkation.

9. An officer's family will not be allowed free conveyance between one selected place of residence and another at home or within a command abroad.

3028. Travelling of Airmen's Families.—1. An airman eligible for family allowance is entitled to conveyance for his family if it is moved for public reasons. The "family" (subject to clause 1 A) includes—

(*a*) wife and legitimate and legitimated children, step-children, and adopted children, who are eligible in respect of age for family allowance (*see* para. **3349**) or, if not so eligible, are unmarried daughters, step-daughters, or adopted daughters residing with and dependent on the airman;

(*b*) children, step-children, or adopted children other than those referred to in (*a*), who would through bodily or mental infirmity become destitute if not conveyed with their families: conveyance will be subject to the special authority of the air or other officer commanding;

(*c*) children, step-children, or adopted children other than those referred to in (*a*), who were originally conveyed to a station abroad at the public expense. Such children may proceed with the family

Digitized by Google

until arrival home again, but conveyance from the port of disembarkation in the United Kingdom to their selected place of residence will not be provided.

1A. The following adopted children will not be regarded as coming under the definition of "family" given in clause 1:—

(i) Children adopted otherwise than under the Adoption of Children Act, 1926, the Adoption of Children Act (Northern Ireland), 1929, or the Adoption of Children (Scotland) Act, 1930.

(ii) Children adopted under those Acts by an unmarried airman, or widower who has no other child covered by the definition of "family," except on the subsequent marriage of such airman.

An adopted child once regarded as covered by the definition of "family" will continue to be so regarded under the same conditions as apply to other children.

2. The family, as defined in clause 1, will be given free conveyance—

(*a*) from its home when joining an airman who has become eligible for family allowance;

(*b*) when an airman is moved on permanent change of station and the family is allowed to accompany him;

(*c*) when an airman is moved on posting to the Fleet Air Arm at home or on change of permanent shore base—*see also* clause 4A;

(*d*) from the airman's last unit at home to his new unit at home when the journey has had to be deferred on account of illness or for some other reason not within the airman's control, or from the airman's last unit at home to the port of embarkation and conveyance from the port of disembarkation to the unit abroad, when granted passage under para. **3119A,** clauses 3 and 4; if the family proceeds to a selected place of residence before rejoining an airman, conveyance will not be allowed, but, on the family rejoining the airman, he may be granted the amount at government rates which it would have cost to convey the family direct from the old to the new unit;

(*e*) when it is permitted to accompany an airman proceeding on temporary duty or a course of instruction provided the duty or the course is expected to last not less than six months.

3. Free conveyance to or from the selected place of residence at home will be granted to the family, as defined in clause 1, of an airman eligible for family allowance when—

(*a*) he is discharged or transferred to the reserve and is himself entitled to conveyance. Conveyance to a selected place of residence will be allowed when the airman is so entitled under para. **3024;**

(*b*) (i) he dies while serving; or
(ii) he becomes of unsound mind.

Conveyance will be given to the selected place of residence at home, or, when passage to another country is granted under para. **3119A,** clause 1 (*g*), to a selected place of residence therein, or—when the airman becomes of unsound mind—to the airman's parish when the family is sent there;

(*c*) he is declared illegally absent under para. **1323;**

(*d*) he is sentenced to imprisonment;

(*e*) he is sentenced to detention for six months or more;

Digitized by Google

(*f*) he is discharged consequent on committal to a civil prison;

(*g*) *deleted;*

(*h*) on account of misconduct by the wife, the rate of family allowance has been reduced under para. **3349,** clause 5. When passage to another country has been granted under para. **3119A,** clause 1 (*j*), conveyance to a selected place of residence therein will be allowed;

(*j*) his wife dies or becomes of unsound mind. When passage to another country is granted under para. **3119A,** clause 1 (*k*), conveyance to a selected place of residence therein will be permitted (a guide may, if necessary, be sent with the children on the land portions of the journey);

(*k*) his family is required to vacate public quarters on mobilization, and when his family subsequently rejoins the airman;

(*l*) he is posted from a unit abroad to a unit at home at which married quarters are not available and lodgings cannot be found, and when married quarters become available the family proceeds to rejoin the airman at a station (*see also* para. **951,** clause 3);

(*m*) his family is sent home from a station abroad on the recommendation of a medical board, and when a return passage is granted under para. **3119A,** clause 1 (*d*). When it is necessary for a skilled nursing attendant to accompany the invalid and a passage is granted under para. **3119A,** clause 1 (*d*), conveyance will be admissible for the attendant from the port of disembarkation to the place to which conveyance for the invalid is allowed, and thence to the port of embarkation if the attendant returns to the station abroad by the earliest opportunity.

Note.—Expenses under items (*b*) to (*j*) will not be allowed from home units unless the journey is taken within three months from the date of the event giving rise to entitlement.

3A. If the wife of an airman eligible for family allowance dies during his tour of duty abroad, conveyance may be allowed for the members of the airman's family who remain with him, until he arrives at the station at home to which he is eventually posted. Alternatively, they may be granted conveyance as if under clause 3 (*b*) to (*f*) or (*m*) or clause 4 (*d*) on proceeding home before the completion of the airman's tour of duty abroad.

4. Free conveyance of an airman's family from a unit to a selected place of residence at home will be given when—

(*a*) he is posted to a station abroad to which families are not allowed to proceed;

(*b*) he is posted to a station abroad at which quarters are not available;

(*c*) the family does not accompany him to a station abroad, residence at which, for climatic reasons, would, in the opinion of the regulated medical authority, be likely to involve danger to its health;

(*d*) the family is sent home from abroad owing to the exigencies of the service.

Free conveyance from a selected place of residence at home will be allowed when families so separated are permitted to rejoin airmen.

Digitized by Google

4A. When an airman eligible for family allowance is posted to the Fleet Air Arm at home or in the Mediterranean and does not elect to take his family with him to the permanent shore base, free conveyance of the family from the old station to a selected place of residence at home may be granted. Except on change of permanent shore base, free conveyance from the selected place of residence will not be allowed while the airman is still serving with the Fleet Air Arm, but such conveyance may be granted when the family is allowed to rejoin the airman on his reposting from the Fleet Air Arm. (*See also* clause 10.)

4B. A family separated from an airman in the circumstances referred to in clauses 3 (*n*) and 4 may be permitted to proceed to a unit at home in anticipation of the airman's arrival at any time after a quarter becomes available for occupation by the family, or within one month of the airman's arrival if the family is not to occupy a quarter.

5. A family is not entitled to free conveyance when an airman is recalled from the R.A.F. Reserve.

6. When a family at home desires to proceed to a selected place of residence in anticipation of an airman's discharge or transfer to the reserve, they must do so at their own expense. The airman will, however, at the time of discharge or transfer to the reserve, be allowed a refund, at regulated rates, of the cost of the journey of his family, not exceeding the cost of a journey from the airman's place of discharge or transfer, to his selected place of residence, provided that the journey is performed within eight months of such discharge or transfer.

7. Free conveyance to a selected place of residence at home will be granted to the family, as defined in clause 1, of an airman ineligible for family allowance when—

(*a*) the airman is ordered to embark for a station abroad to which passages for families of airmen eligible for family allowance are not granted;

(*b*) the family is sent home from abroad owing to the exigencies of the service. Conveyance to the port of embarkation will also be granted. (This will not give entitlement to conveyance when the family is sent home from abroad on an airman's change of station);

(*c*) accompanying the airman on his discharge, or transfer to the reserve, subject to the cost being recovered from the airman's gratuity, if any is due;

(*d*) the airman dies while serving.

8. When an airman, serving at a station abroad to which families are allowed to proceed, becomes eligible for family allowance, free conveyance to the port of embarkation and from the port of disembarkation to the airman's unit may be granted to the family (as defined in clause 1) when passage is granted under the terms of para. **3119A,** clause 1 (*e*). When the family proceeds from an address in the country in which the airman is stationed free conveyance from that address is also admissible.

9. When, under Indian Army regulations, advance passages to the United Kingdom on educational, domestic, compassionate or other special grounds, are granted to the family of an airman eligible for family allowance serving in India the family will proceed from the port of disembarkation to their selected place of residence at their own expense

Digitized by Google

and railway warrants and baggage consignment notes will not be issued. If the family rejoins the airman on his posting to home establishment the expenses incurred in travelling from the port of disembarkation to the selected place of residence and from there to the airman's new station will be refunded up to the cost, at regulated rates, of a direct journey from the port to the new station.

10. An airman's family will not be allowed free conveyance between one selected place of residence and another.

3029. Witnesses at Civil Courts*.—1. An officer or airman who attends at a civil court to give evidence on matters coming before him in his official capacity will be entitled to the regulated travelling expenses. In a civil case he will, however, be responsible for ensuring that the amount paid to him as a witness is sufficient to cover not only these expenses (including travelling allowance and the cost, which should be ascertained beforehand, of any railway warrant issued for the journey) but also his pay for the period of absence from duty. When the subpœna fee is insufficient for the purpose he should apply to the solicitor who served the subpœna for a further payment. In a criminal case the amount to be obtained will be that allowed by the court. Amounts so received will be handed to the accountant officer who will account for them as public money.

2. When an officer or airman is a defendant in a case tried before a civil tribunal, he must provide for the attendance, without cost to the public, of any witnesses he may call for his defence, unless, under para. **1100,** the Air Council is the real defendant.

3030. Deserters and Absentees.—1. The travelling expenses and the cost of subsistence of a deserter or of an absentee without leave while in civil custody are chargeable to police funds and are not recoverable from air force funds by the police.

2. Claims for the expenses of a man arrested upon suspicion of being, but found not to be, a deserter, will not be allowed without the special authority of the Air Council.

3031. Travelling in connection with Recreation.—1. Except as provided for in clauses 2 to 4 and in para. **3057,** travelling expenses and allowances are not admissible as charges against public funds when incurred in connection with sports, games, tournaments, conferences relating to recreation, meetings of service institutions attended by air force representatives, and the administration of funds other than public funds.

2. Travelling expenses and allowances as for ordinary duty will be payable—

(*a*) to a range officer at an air force rifle meeting, and to an officer or airman detailed for disciplinary or administrative work at such a meeting.

(*b*) to an officer ordered to attend a meeting of the R.A.F. Sports Board as a command representative. A meeting of the R.A.F. Sports Association which has been authorised by the R.A.F. Sports Board is regarded as a meeting called by the R.A.F. Sports Board.

* The term " civil courts " in this para. means courts other than courts martial.

Digitized by Google

(*c*) to an officer or airman who is a member of a sports committee summoned to attend a meeting of an air force sports association called or authorised by the R.A.F. Sports Board.

(*d*) to a duly elected member of an institute committee attending a meeting of such committee. (*See also* para. **3013** (*h*).)

3. In cases coming under clause 2 (*c*) the association will quote as authority, on all railway warrants and claims for expenses and allowances, the number of the R.A.F. Sports Board letter conveying approval for the meeting.

4. If an air or other officer commanding considers that exceptional circumstances necessitate the grant of expenses in cases not provided for in clause 2, he will represent the matter to the Air Ministry for prior financial approval. (*See* Chapter XXV as to the use of service motor transport in connection with recreation.)

3032. Illness of an Airman—Visit by Relatives.—1. The relatives of an airman or an ex-airman who has been retained in a R.A.F. hospital after discharge for further treatment as a free patient who is dangerously ill, where the illness is not caused by misconduct, will be allowed free conveyance (third class) to visit him in hospital or at his unit at home within the following limits:—

(*a*) Conveyance is subject to the relatives not being in a position to pay the fare.

(*b*) Conveyance will be granted for two persons, one of whom must be a relative.

2. The C.O. of the unit, on the recommendation of the medical officer or of the C.O. of the hospital, as appropriate, will send a telegram to the next-of-kin worded as follows:—

(a) *When the next-of-kin is domiciled in Great Britain :—*

"Regret..... dangerously ill* in .....hospital at..... ..... If you wish to visit him and cannot afford expense, a return railway warrant for two persons, one a relative, will be issued on production of this telegram at nearest police station."

The police will then issue a free return railway warrant (third class) and endorse the summoning telegram to show the issue: the telegram must be produced at the unit or hospital so that the issue of the warrant can be recorded (*see also* para. **2316**).

(b) *When the next-of-kin is domiciled in the Channel Islands, Isle of Man, Northern Ireland or Eire :—*

"Regret..... dangerously ill* at ..... (nearest railway station) ..... If you wish to visit him but cannot afford expense, third class fare for journey for two persons, one a relative, will be refunded."

The C.O. unit or hospital concerned will arrange for the fares to be refunded without delay, supporting the payment by the telegram, a certificate

* The nature of the illness, if known, will be stated.

Digitized by Google

showing whether one or two persons made the visit, their relationship to the airman, and the name and address of the person to whom refund is made. If single tickets were purchased by the visitors, warrants for the journey back to their homes will be issued at the unit or hospital.

3. No other expenses of any kind will be allowed.

3033. Conveyance of Corpse.—1. When an officer, or airman, or a member of the nursing service, or an ex-airman who has been retained in a R.A.F. hospital after discharge for further treatment as a free patient, dies in the British Islands and the relatives desire the body to be sent home for burial by them, conveyance will (if death was not due to misconduct) be provided at public expense in cases where the relatives are unable to bear the cost thereof. When the body is despatched by rail on warrant (*see* clause 2), the cost incurred for its conveyance from the destination railway station to the home may be allowed,* but no claim will be allowed when it is taken direct from the destination railway station to the cemetery. As an alternative to the foregoing arrangements, bodies may be conveyed by road throughout, provided that the cost is no greater. Where private arrangements are made for the conveyance of the body, refunds will not exceed the cost by the foregoing methods. Free railway fares for the relatives under para. **3035** will not be admissible in addition.

2. A railway warrant, Form 413, will be issued to the railway company whenever a body is consigned by rail: warrants issued on this service will be endorsed on the front in red ink " Conveyance of corpse." Service transport should be used whenever possible for the conveyance of the body to the nearest railway station for onward conveyance by rail to its destination. (*See* para. **172,** clause 3.)

3034. Travelling Expenses in Connection with Funerals.—Except as provided in paras. **173,** clause 4, **3033** and **3035,** travelling expenses incurred in connection with funerals will not be allowed unless the prior sanction of the Air Council has been obtained.

3035. Relatives Attending Funeral—Free Travelling.—1. When an officer, or airman, or member of the nursing service, or an ex-airman who has been retained in a R.A.F. hospital after discharge for further treatment as a free patient, dies in the British Islands from causes not attributable to his or her own misconduct, and the body has not been conveyed free under para. **3033,** free railway warrants for two persons, one of whom should be a relative, may be issued if they are unable to pay the fare.

2. If the next-of-kin is not present at the death, the C.O. of the unit or hospital despatching the telegram referred to in para. **2316** will add the following passage:—

(a) *When the next-of-kin is domiciled in Great Britain:*—

" Government will send deceased home if you so wish and cannot afford expense thereof, but no other travelling expenses will be allowed. Otherwise, funeral will be at..... on.....at.....o'clock. If you wish to attend and cannot afford expense, a return railway warrant for two persons, one a relative, will be issued on production of this telegram at nearest police station."

* Where this conveyance is arranged by the relatives, they should be instructed to obtain and render a separate bill for the service.

Digitized by Google

(b) *When the next-of-kin is domiciled in the Channel Islands, Isle of Man, Northern Ireland or Eire:—*

"Government will send deceased home if you so wish and cannot afford expense thereof, but no other travelling expenses will be allowed. Otherwise, funeral will be at..... on.....at.....o'clock. If you wish to attend and are unable to bear the expense of the journey, third-class return fare for journey for two persons, one a relative, will be refunded."

The procedure as to issue of railway warrants, endorsement of telegrams, and refund of fares laid down in para. **3032** will apply to the arrangements mentioned in this para.

3036. Officers Attached or Seconded to the R.A.F.—1. The regulated expenses incurred by an Army officer in attending for medical examination with a view to secondment to the R.A.F., and in joining the R.A.F. for duty, and in rejoining the Army on termination of his period of secondment, will be accepted as a charge against air force funds, as will also the cost of passage of a relief of an officer seconded while serving abroad if the officer is liable for this charge under Army regulations.

2. An officer whose period of secondment is terminated at his own request, may, at the discretion of the Air Council, be held liable for the cost of his passage and that of his relief, if serving abroad, under similar conditions to those referred to in para. **3110**, clause 1.

3. *See* para. **3156** as to claims.

3037. Expenses of Escorts and Witnesses Required by, or Provided by, other Services.—1. Expenses, including subsistence, incurred by air force escorts in escorting deserters from the R.N., R.M. or Army, or by air force witnesses in attending naval, marine or army, courts martial, will be borne by air force funds.

2. Naval and army funds will similarly bear any expense incurred by naval, marine or army escorts in escorting deserters from the R.A.F. or by naval, marine or military witnesses in attending air force courts martial. No claims in respect of such services will therefore be admitted.

3038. Courts of Inquiry.—The regulated travelling expenses of members and air force witnesses attending a court of inquiry required by regulation (e.g. under para. **1325** or **1326**) or ordered by the A.O.C. may be allowed where the president of the court certifies that such attendance was necessary. Expenses incurred by an officer or airman ordered by the A.O.C. to attend in connection with the subsequent consideration of the case will also be allowed. (*See* Section VIII of this chapter as regards civilian witnesses.)

3039. Travelling, Passages, &c.—Members of the Nursing Service.—A member of the nursing service is entitled when travelling on duty to travelling expenses and travelling allowance as laid down in paras. **3052, 3080, 3107A** and **3129.** She may also be granted such expenses when joining on first appointment, but not on retirement. Subject to this para. the regulations in this chapter concerning officers will apply with the necessary modifications to permanent members of the nursing

Digitized by Google

service. The conditions governing travelling expenses for temporary members are contained in temporary service regulations, A.P. 1075.

3040. Airman Returning to Unit after Acquittal by Civil Court on a Criminal Charge.—Travelling expenses incurred in these circumstances will be accepted as a public charge.

3041. Non-Entitled Medical Treatment.—Except as provided in para. **3018,** clause 1, travelling expenses incurred in connection with non-entitled medical treatment are not admissible as a charge against public funds.

Section II.—Authorisation of Journeys, and Modes and Classes of Conveyance.

3046. Mode of Conveyance.—1. Subject to the use of service or privately-owned M.T. vehicles or aircraft (*see* Chapter XXV, Section I, Chapter XXXVII, Section III, and para. **801**), or of civil air transport (*see* para. **904**), when transport by these means is available, practicable and economical, movements on duty at home will be effected by rail (or rail and steamship) unless the use of this mode of transport would clearly entail either serious delay or other marked inconvenience as compared with public road services.* Coastwise conveyance will be resorted to only when more convenient than a journey by other means. For movements abroad not effected by service or private M.T. or by air, the cheapest mode or combination of modes of public transport will ordinarily be adopted.

2. If cheap tickets of any description available to the general public (e.g. special cheap tickets, or tourist or excursion tickets) can be obtained at less cost than the fares at air force rates, they should be used. Care must, however, be taken that the period of availability of such tickets is not less than the period of duty. Information as to any cheap travelling facilities available for individuals or parties can be obtained from the booking clerk at the station at which the journey is commenced.

3. The above provisions will be applied whether journeys are effected on warrants, or without warrants, and the terms "free travelling" and "free conveyance" will invariably be interpreted as being subject to these provisions as well as those contained in Section III.

4. If an officer or airman is injured or killed while travelling on duty by train on a warrant or ticket issued or taken in pursuance of these regulations at a cheap rate and under a condition that repudiates or limits the railway company's liability in such an event, the Air Ministry will supplement the limited compensation received from the railway company. The sum that will be made good will be the difference between any benefits payable under Chapters XLI, XLII and XLIII in respect of injury or death, together with the amount of the railway company's limited liability,

* *See* A.M.O. A.94/32 with regard to arrangements made for the use of motor-bus services in the South of England. In Great Britain, reduced rates offered by road transport undertakings for the conveyance of personnel on duty must not be accepted without evidence that they have been approved by the Area Road Traffic Commissioner concerned. (*See also* A.M.Os.)

Digitized by Google

and the sum for which the railway company would have been liable but for the conditions attaching to the cheap rate.

3047. Movements Executed on Authority of Routes.—1. Subject to clause 2, all movements at home of air forces, or of an individual airman below warrant rank, will be executed under the authority of routes, and as a rule no movement requiring a route will take place until it has been obtained.

2. Routes are not required for the journeys of officers, members of the nursing service and warrant officers, and of airmen's families when travelling without airmen, nor for journeys of airmen proceeding on leave.

3. Routes will be made out on Form 260 by the officers authorised, under para. **3048,** to issue them. Forms 260 will be kept under lock and key and each one issued will be given a serial number by the issuing officer. A fresh set of numbers will be started each year on the 1st January.

4. *Deleted.*

5. Every route will show how the movement is to be effected, and where conveyance by railway, steamship or public road-service vehicle is involved, the stages of the journey will be clearly indicated. If permission is given for the journey to be performed in a privately-owned motor vehicle under para. **3070,** a route may be issued if considered necessary.

6. The route (Form 260) is the authority for—

(*a*) the movement itself,

(*b*) the recovery of miscellaneous charges, including travelling allowances,

(*c*) the claim to secure authorised reduced rates of conveyance (*see* para. **3054**), and

(*d*) provision by the police of billets when required (*see* para. **1896,** clause 5).

7. A route may be issued for journeys made by air or in service M.T. when it appears probable that billeting may be a convenient method of securing accommodation in the course of the journey.

3048. Who may Issue Routes.—The following are empowered to issue routes in the circumstances shown:—

(*a*) The Air Ministry—in any circumstances which may arise.

(*b*) Air or other officers commanding at home—for all occasions not provided for in (*a*), (*c*), (*d*), or (*e*).

(*c*) A C.O. of a unit—for an individual airman, or parties of airmen, proceeding to another unit at home, to a hospital, to a port of embarkation or on detachment from the unit.

Digitized by Google

(*d*) An embarkation officer—for parties of airmen, or for an individual airman, proceeding from a port of disembarkation at home.

(*e*) A C.O. of a hospital—for airmen who are to be transferred from one hospital to another, or are detailed to attend a medical board away from the hospital in which they are patients, or who are to be discharged to return to a unit.

3049. Duplicates of Routes.—Duplicates or copies of routes are not to be furnished when the originals are missing, but, on application being made to provide vouchers for accounts, a memorandum (not on the printed form of route) may be furnished, setting forth particulars of the orders inserted in the original route.

3050. Issue of Warrants on Routes.—Whenever a route is issued which involves railway or steamship journeys, or both, the necessary warrants (except as provided for in para. **3046**, clause 2), to coincide with the route, will be issued by the C.O. of the unit. The issuer of the route is responsible for the route taken.

3051. Disposal of Routes.—1. Route forms on which no expenses have been incurred will be retained by the unit at which the airman or party of airmen completes the journey, or, when the journey is to a port of embarkation, by the embarkation officer, until disposed of under Appendix III (1st Schedule, class 4).

2. *See* para. **3160** as regards the disposal of routes on which expenditure is incurred.

3052. Class of Accommodation at Home by Rail and Cross-Channel Vessels.—1. When travelling by rail and cross-channel vessels at public expense, the following classes of accommodation will be provided:—

(*a*) Officers of the rank (including relative rank) of squadron leader and above; matrons and above.	First class.
(*b*) Other officers, cadets and members of P.M.R.A.F.N.S., except as stated below.	Third class.
Exceptions:—	
(i) When *necessarily* travelling in uniform, i.e. when the nature of their duties requires them to report, or begin their duties, in uniform *immediately* on arrival at their destination.	First class.
(ii) In a cross channel vessel.	
(iii) When travelling by boat train, i.e. a train which is run exclusively for boat passengers.	
(iv) When it is considered desirable in the case of travelling by night.	

Digitized by Google

	(v) When for service reasons it is desirable for an officer or nursing member to travel in same compartment as an officer normally eligible for first class travel or any other person who travels first class and with whom the officer or nursing member is directly associated in the performance of his or her service duties.	First class.
	(vi) When it is essential for safeguarding secret documents or secret or delicate technical stores or apparatus.	
	(vii) When travelling in Eire, and also by through trains from a station in Northern Ireland to a station in Eire, or *vice versa*.	
	(viii) On certain local journeys, specified from time to time in A.M.Os., on which third class travel is considered undesirable.	As prescribed in A.M.Os.
	(ix) When travelling in Northern Ireland.	Second class. First class may be allowed if second class is not available.
	(x) When it is impracticable for an officer to obtain a seat in a third class compartment in Great Britain (*see* clause 5).	First class.
(*c*)	A family accompanying an officer.	The class prescribed for the officer.
(*d*)	A family not accompanying an officer.	The family of an officer of the rank of squadron leader and above will be allowed first class travel; but the family of an officer below that rank will travel third class, except that a superior class may be allowed in the circumstances in which the officer is allowed a superior class under (*b*), (ii), (iii), (vii), (viii) and (ix).

Digitized by Google

(*e*) Warrant officers and warrant officers, 2nd class, and their families:—
  (i) By rail .. .. .. Third class.
  (ii) Between ports in Great Britain and Continental ports .. Second class.
(*f*) Other airmen and their families .. Third class.
(*g*) Officers' servants when entitled to conveyance under para. **3026.** Third class.

2. The prior authority of the air or other officer commanding concerned must be obtained for exceptional travel at first class rates under clause 1 (*b*) (iv) and (vi), and also, wherever possible, (v).

3. Invalids may be assigned, upon medical recommendation, a superior class of accommodation to that to which they are normally entitled.

4. As regards sleeping berths and cabins, *see* para. **3067.**

5. Claims for the refund of an excess fare paid under clause 1 (*b*), exception (x), will be based on the difference between the cost at the military rate of the third class ticket issued in exchange for the warrant and the first class fare at military rates and must bear the officer's certificate to the effect that it was impracticable for him to obtain a seat in a third class compartment. No repayment will be allowed when the officer could reasonably have been expected to reserve a seat in a third class compartment, but the booking fee paid for such reservation may be refunded.*

3053. London Passenger Transport Board.—A ticket issued in exchange for a railway warrant for a journey between two main line stations which involves crossing London covers the portion of the journey on the railways (not road services) of the London Passenger Transport Board.

3054. Cost of Travelling on Railway Warrants at Home.—Particulars of the rates charged for R.A.F. passengers (including wives, widows and children over three years of age) travelling on railway warrants at public expense at home are published from time to time in A.M.Os.

3055. Leave, Travelling Concessions at Home.—1. Particulars of cheap travelling facilities available for officers, airmen and families for journeys at home while on leave are published from time to time in A.M.Os.

2. Particulars of the cheap travelling facilities available for members of the nursing service are contained in A.P. 1075.

3056. Railway Warrants—When Required.—1. Railway warrants (Form 413) will be issued as far as possible for all journeys of officers, cadets, members of Princess Mary's R.A.F. Nursing Service, and airmen and recruits travelling on duty by railway at home except when bookings are made at railway stations in Eire (*see* instructions on cover of Form 413

* It is generally possible on production of the railway ticket for the journey and payment of a booking fee of 1*s.* (for which a receipt is given) to reserve a seat in a third class compartment in a main line train where the journey starts from a railway terminus. The reservation can be made at the railway station or at any of the railway company's ticket-issuing offices in the town, but cannot be made later than the day before the day of the journey.

Digitized by Google

regarding issue of warrants at ports in Eire); they will similarly be used for the families of officers and airmen when entitled to conveyance at the public expense (*see also* paras. **3047** and **3050** as to routes).

2. Railway warrants should be made out for direct journeys. If a journey is not direct a separate warrant should be prepared for each stage of the journey. When a return journey by direct route is to be made, one warrant should be issued for the double journey (*see also* para. **3053** as to journeys across London), except for temporary movements of squadrons to armament training stations, when a separate railway warrant will be issued for the outward and for the homeward journey.

3. All railway warrants must be exchanged for the company's tickets at the booking office.

4. If a railway journey is undertaken otherwise than on railway warrant, only the cost at government rate (or cheap fare rate as appropriate) will be refunded unless the C.O. is satisfied that a railway warrant was unobtainable. The claim should be certified accordingly by the C.O.

4A. In the event of a railway warrant being exchanged for a ticket which is not used, is only partly used, or covers a journey of which a portion is performed other than by rail, the ticket should be returned to the Air Ministry immediately for recovery action with the railway company concerned, the relevant warrant number being quoted.

5. When officers at units are ordered to attend medical boards single warrants from the unit only should be issued. If on conclusion of the board proceedings the officers are ordered to return to their units, warrants for the return journey will be provided by the president of the medical board. An officer on leave (sick or ordinary) ordered to attend a medical board should obtain the necessary railway warrant from his unit or if on leave from abroad, from the Air Ministry. (*See* para. **3018**, clause 3.)

3057. The Royal Tournament.—Competitors, teams, working parties, exhibits, &c., proceeding to the Royal Tournament may be conveyed on special vouchers to be obtained from the tournament authorities. Air force warrants or consignment notes will not be issued.

3058. Railway Warrants and Concession Vouchers.—Supply and Custody.—1. Demands for railway warrants (Form 413) will be submitted on Form 3963 to the Air Ministry: they will be signed by the accountant officer and countersigned by the C.O. of the unit. Demands for concession vouchers (Army Forms O. 1798 and B. 295B) will be submitted direct to the A.P.F.S.

2. Books of forms will be kept under lock and key in the custody of the C.O. or of an officer to whom he may delegate the responsibility. Where there is an accountant officer, he will be the officer responsible for the custody of books not required for current use.

3. Warrants and concession vouchers will be issued by the C.O. or by an officer detailed for the purpose by him. Not more than one officer in a unit besides the C.O. may make issues.

4. The officer who issues a warrant will be responsible that the journey for which it is issued is duly authorised by the C.O. and that the issue is covered by regulations (*see* para. **3050** as to warrants for routes). If the issuing officer is in doubt as to the regularity of the proposed issue he

Digitized by Google

will, before making the issue, represent the facts to the C.O. and obtain his written instructions. The issuing officer will report such issue to the Air Ministry through the C.O., who in forwarding the report to the Air Ministry will state his reasons for ordering the issue.

5. *Deleted.*

6. All warrants and concession vouchers will be stamped to indicate clearly the origin of the issue. The stamp will not be impressed on the form until it is required for issue. Except where otherwise marked, railway warrants will be available for one month from the date of issue and in no circumstances may this period be exceeded.

7. Every form and counterfoil will be completed in ink, and will be signed, when required for issue, in manuscript by the officer responsible for the issue. The signing of forms wholly or partly blank is strictly forbidden and may constitute an offence under the Air Force Act. Spaces not required on the forms will be ruled through. Every warrant and counterfoil must contain a reference to the route (Form 260) or other authority for the journey, and must give the name of the officer ordering the journey to be performed.

8. An officer having the custody of warrants and concession vouchers will, on being relieved, personally hand them over to his successor, and obtain a receipt for them. When the transfer is between units the C.O. will be responsible for this transaction.

9. An officer having the custody of books of warrants and concession vouchers will make an inspection monthly of the counterfoils and serial numbers of the books in current use, with a view to satisfying himself that irregularities are not occurring. A C.O. will make similar inspections at intervals of approximately three months.

10. If any theft or other loss of warrants or concession vouchers occurs and the facts are not apparent, a court of inquiry will be convened without delay. Particulars of any loss will be notified to the local railway authorities and to the civil and service police, and a report will be made at once direct to the Air Ministry. If the loss occurs by fire or shipwreck, the matter will nevertheless be reported to the Air Ministry.

11. All counterfoils of railway warrants and concession vouchers will be retained by the unit for a period of three years, and will be readily accessible for the first year in order that inquiries regarding issues may be answered.

3059. Warrants in connection with the Navy and Army.—1. Arrangements have been made with the Admiralty and the War Office for air force personnel travelling by rail, either on discharge from naval or military hospitals, or on return from duty with naval or military units, to be furnished with naval or military forms of railway warrants by the hospital or unit concerned.

2. Warrants will be clearly marked, by writing in red ink on the face of the warrant " Charges payable by the Air Ministry," to show that the service is one for which payment will be met out of air force funds.

3. Similar procedure will be adopted for naval and military personnel on discharge from air force hospitals or on return from duty with air

Digitized by Google

force units. The air force warrants (Form 413) used will be marked in red ink as follows:—

(*a*) For naval personnel: "Charges payable by the Admiralty."

(*b*) For military personnel: "Charges payable by the Command Paymaster, Command Pay Office, Railway Branch, Aldershot."

4. The above procedure will apply to individuals only. Parties attached temporarily to naval or military units for any purpose will obtain air force forms of railway warrant from their units.

5. The procedure laid down in clause 3 will also apply to pensioners required to be examined by a R.A.F. medical board on behalf of the Admiralty or War Office under the terms of para. **1453.** (The Ministry of Pensions will make the necessary arrangements for the conveyance of pensioners whom they may require to be examined by a R.A.F. medical board.)

3060. Warrants Issued on Repayment to Airmen.—1. When an airman—

(*a*) has lost his ticket, or from other cause is unable to join his station; or

(*b*) desires to proceed on leave in the British Islands prior to embarkation for abroad, and his C.O. is satisfied that the airman desires to go home and has not sufficient money to pay the fare; or

(*c*) desires to proceed on leave in the British Islands after disembarkation from abroad and the air force embarkation officer is satisfied that the airman desires to go home and has not sufficient money to pay his fare;

a railway warrant, plainly endorsed in red ink "On repayment" may be issued, and the account of the airman debited with half the full public fare, which should be ascertained at the time this warrant is issued. At home, the Air Ministry will be notified without delay of the pay ledger in which recovery has been effected.

2. Where the account of the airman is not kept at the unit issuing the warrant, the accountant officer of the unit at which the account is kept should be notified immediately of the charge in order that action may be taken in accordance with clause 1.

3. When a railway warrant is similarly issued by the police authorities under clause 1 (*a*) above, the accountant officer of the airman's unit will take steps to recover the charge from the airman's account. "Railway Transport Form B" notifying the issue of the warrant which will be received from the police will be duly completed and the counterfoil forwarded to the Air Ministry.

3061. Travelling Abroad.—When travelling on duty abroad, officers and their families and members of P.M.R.A.F.N.S. will be allowed 1st class travel. Airmen and their families will travel 3rd class unless specially authorised to travel in a superior class.

3062. Passports.—The cost of obtaining passports or visas required in connection with journeys performed at public expense will be reclaimable (*see also* A.M.Os.).

Digitized by Google

SECTION III.—SPECIAL REGULATIONS AS TO CABS, CLOAK-ROOM FEES, SLEEPING BERTHS AND THE USE OF PRIVATE MOTOR VEHICLES.

3066. Cab Hire—When Admissible.—1. Cab hire may be allowed, if no cheaper suitable public conveyance (e.g. underground railway, omnibus, tram) is available—

(*a*) for an officer (i) for distances of two miles and upwards; (ii) for distances of less than two miles, either when baggage is necessarily carried or when required for the saving of time in circumstances beyond the officer's control; (iii) when approved in special circumstances by the air or other officer commanding;

(*b*) for airmen (i) for ranks not below sergeant, and for families when necessarily travelling with baggage; (ii) under arrest; (iii) as at (*a*) (iii) above.

2 The baggage carried on a return journey completed in a day does not ordinarily justify charges for cab hire, especially in the London area.

3. When two or more individuals are proceeding on the same journey, separate vehicles will not be allowed for each when one cab should have sufficed.

4. When conveyance by cab is required for invalids, the officer or airman in charge will obtain from the medical officer a certificate that they are unable to march.

5. *See* para. **3053** as to special regulations applicable to crossing London.

3067. Gratuities, Porterage, Cloak-Room Fees, Sleeping Berths.—1. Gratuities to railway porters, ships' stewards and others are inadmissible, but porterage outside a railway station will be allowed for journeys with baggage, when cab hire is not charged. Cloak-room fees are allowed only when cab hire otherwise admissible is thereby saved.

2. When the provision of sleeping accommodation is not included in the cost of conveyance of officers travelling on duty at night by cross-channel or coastwise vessels, and such accommodation has to be specially engaged by them, they will be allowed that portion of the cost of a separate cabin for air officers and of a sleeping berth for other officers which is in excess of a sum equivalent to one-third of the nightly rate of travelling allowance to which they may be entitled. Claims for refund of such expenditure should be supported by the receipt for the amount so spent, or the following certificate of the claimant if a receipt is not obtained:—

"I certify that on.....I necessarily travelled at night by steamer from..... to..... and as sleeping accommodation was not provided free by the steamship company, I actually paid.....for a $\frac{\text{separate cabin.}}{\text{sleeping berth.}}$"

3. (*a*) On railway journeys at home and abroad, officers who have necessarily to journey by night may, if they so desire, travel in a sleeping car (if such is available on the train).

(*b*) If the berth is arranged at public expense, the following abatement will be made from travelling allowance:—

(i) one-third of the nightly rate of travelling allowance for each night a berth is provided, or

(ii) the cost of the berth if less than (i).

Digitized by Google

(*c*) If the officer arranges for the provision of the berth, he will be allowed the cost thereof but the appropriate nightly rate of travelling allowance will be abated by one-third for each night the berth is provided. Claims for refund of such expenditure should be supported by the receipt for the amount so spent, or the following certificate of the claimant:—

"I certify that on.....I travelled by sleeping car on the.....Railway from.....to .....and that I actually paid.....for the accommodation."

(*d*) Where the exigencies of the service at home require a warrant officer on temporary duty to perform a duty railway journey by night, or where, as an unavoidable preliminary to the performance of duty in the air immediately on arrival at destination, an airman below warrant rank is required to make such a journey, the C.O. of the parent unit may authorise the reservation of a third class sleeping berth. The cost of the berth, which will be paid by the individual in the first instance, will be allowed subject to the abatement from travelling allowance of one-third of the nightly rate for each night the berth is occupied. Claims will be certified by the officer authorising the reservation and supported by a further certificate as directed in sub-clause (*c*).

3068. Bicycles, Allowance for Use of.—1. An officer or airman regularly performing, on his own bicycle, journeys on the public service for which travelling expenses are admissible, may be granted an allowance to be fixed according to circumstances by the air or other officer commanding, but not exceeding 10*s*. a month.

2. For occasional journeys for which travelling expenses are admissible, an allowance of ½*d*. a mile may be given.

3. No claim against the public is admissible on account of accident, or of wear and tear of tyres, &c.

3069. Privately-owned Motor Vehicles—General Conditions of Use on Duty Journeys.—An officer or airman may be permitted to use his own or a borrowed private motor vehicle on duty journeys only if the following conditions are satisfied:—

(*a*) That he has effected adequate insurance, as laid down in para. **3072,** covering the use of the vehicle on official business and that he, when required, furnishes proof of insurance by producing for inspection the policy and current receipt for premium.

(*b*) That his period of absence on duty is not thereby lengthened, his period of rest curtailed, or his fitness for duty on arrival likely to be impaired. (A C.O., when detailing an officer or airman for duty away from his station, should decide on the method of transport to be used. As regards long distance point-to-point journeys, *see* para. **3070,** clause 1A.)

(*c*) That the claimant furnishes the following certificate on the relative Form 1771:—

"Certified that the motor vehicle used on the journey claimed above was fully insured during the period covered by the journey in accordance with the requirements of para. 3072, K.R. and A.C.I."

Digitized by Google

3070. Allowances for Use of Private Motor Vehicles when Permitted as an Alternative to Conveyance by Train, etc.—1. A C.O. may, subject to the conditions laid down in paras. **3069** and **3072,** authorise an officer or airman to use his own or a borrowed private motor vehicle for the whole or a portion of a duty journey which might be performed satisfactorily by train or public road services (but *see* clause 1A). The allowances will be as follows:—

(*a*) *For journeys in the British Islands*—

(i) for an officer or airman	1½*d.* a mile.
(ii) for each adult passenger, or child over 14 years of age, entitled to conveyance, accompanying the officer or airman ..	½*d.* a mile.
(iii) for each child over 3 and under 14 years of age (if entitled to conveyance). ..	½*d.* a mile.
(iv) children under 3 years of age	Nil.

(*b*) *At stations abroad* (except where special arrangements are authorised by the Air Ministry)—the regulated cost of performing the journey by train or public service vehicle, including the fare of any passenger entitled to conveyance at public expense.

(*c*) The total amount allowed under (*a*) and (*b*), including the allowances for passengers when carried, will not, however, exceed in any circumstances the allowance based on the rates in para. **3071,** clause 2.

1A. An officer or airman proposing to use a private vehicle on a duty journey when the distance between the terminal points is 125 miles or more and when there are no visits to be made off the route, or from the terminal point, of such a character as to justify the use of the private vehicle for the whole journey will be required to obtain the special permission of his C.O. Such permission will be given only on condition that the journey shall not occupy more official time than would be the case if it were undertaken by railway and payments in respect of mileage and subsistence shall not exceed the amounts which would have been payable if the journey had been undertaken by railway. This clause will not apply to journeys on permanent change of station or on temporary duty expected to exceed six months. (An officer who is posted to a unit supernumerary to establishment will be regarded as on temporary duty.)

2. Road mileage will be calculated on the most direct route, but when the state of the roads makes an alternative route more economical in time, the longer distance may be accepted. Regard will not be had to any excess mileage occasioned by deviation from the direct route for personal reasons, but where a journey commences from or terminates at the place of residence, mileage will be assessed from or to that place, provided the claimant does not reside farther than is necessary from his permanent station.

3. The rates prescribed in clause 1 (*a*) for passengers will be admissible in respect of members of an officer's or airman's family entitled to conveyance at the public expense in the British Islands, whether they are accompanied by the officer or airman or not. The total amount allowed for the family and the officer or airman will be governed, however, by clause 1 (*c*). No allowance other than the appropriate passenger rates for members of his family will be payable to an officer or airman who,

Digitized by Google

having proceeded to a new unit, returns to convey his family in a private motor vehicle.

4. No payment will be made in respect of garage charges, parking fees, subsistence of chauffeur, or other incidental expenses. Ferry charges may be refunded if the air or other officer commanding is satisfied that any alternative route would involve the payment of an approximately equal additional amount by way of extra mileage allowance, and that the use of a car for the particular journey is reasonable.

5. Motor mileage allowance will not be issued to an officer or airman who uses his own or a borrowed private motor vehicle for his own convenience as an alternative to accompanying his unit in service or hired transport, or on any other occasion when accommodation in such transport is available.

5A. An officer or airman will not be required to travel as passenger in the private motor vehicle of another officer or airman, or, save as provided in para. **3071,** clause 4, to carry passengers in a private motor vehicle on duty if he objects to doing so.

6. (*a*) Travelling allowance for a journey will be assessed on the actual time taken (including necessary breaks for meals and periods of duty) subject to a maximum running time of one hour for each 20 miles.

(*b*) *Deleted.*

(*c*) When an officer or airman who would otherwise have travelled on a journey with more than 3 airmen performs the journey in his own or a borrowed private motor vehicle, travelling allowance will be limited to the amount that would have been admissible under para. **3091,** clause 1.

7. An airman may be permitted to use his own or a borrowed private motor vehicle for a journey within the British Islands on proceeding to his selected place of residence on discharge or transfer to the reserve and may then be granted motor mileage allowance for himself and members of his family entitled to conveyance at the rates prescribed in clause 1 (*a*).

3071. Special Motor Mileage Allowance.—1. Provided service transport is not available, and subject always to the conditions laid down in paras. **3069** and **3072,** an A.O.C. may in any of the following circumstances authorise an officer to use his own or a borrowed private motor vehicle at the special rates set out in clause 2:—

(*a*) When the hire of a motor car would otherwise be necessary. (If the hire of a motor car would be necessary for at least half the itinerary, the special rate may be authorised for the whole journey, otherwise payment at this rate will be restricted to that portion of the journey for which a hiring would have been necessary.)

(*b*) When the gain in time consequent upon the use of a private vehicle justifies the extra expense as compared with the cost of performing the journey by available public means of conveyance. (The payment of special motor mileage allowance would not be justified, however, if the economy of time, though convenient to the officer, is not essential to the proper performance of his duties.)

(*c*) When, as a result of using a private motor vehicle, the travelling allowance saved offsets the extra expense incurred in granting the special rate.

Digitized by Google

Authority for the grant of special motor mileage allowance must, whenever possible, be obtained in advance, and the application must include a certificate that the motor vehicle to be used is fully insured for the period of the journey in accordance with the requirements of para. **3072.**

2. The rates of special motor mileage allowance are—

(*a*) Motor cycles with or without sidecar, excluding motor-assisted bicycles or vehicles of similar type	2¼*d.* a mile.
(*b*) Tri-cars and four-wheeled motor cars up to and including 8 h.p.	2¾*d.* a mile.
(*c*) Four-wheeled motor cars over 8 h.p. and up to and including 10 h.p.	3½*d.* a mile.
(*d*) Four-wheeled motor cars over 10 h.p. ..	4*d.* a mile.

3. The basis of calculation of the rate payable under clause 2, where dependent on horse-power, will be the horse-power of the vehicle as reckoned for tax purposes, and any fraction less than 0.1 of a unit of horse-power will, therefore, be disregarded.

4. As a condition of approval for special motor mileage allowance, the air or other officer commanding will require the user of the motor vehicle to convey any other R.A.F. personnel due to proceed on the same day from the user's station to the same destination, or to a destination on the same route, without extra charge for that portion of the journey in respect of which the special rate is granted.

5. When officers are required to carry duty passengers, and more than one vehicle is available for the same journey, the principle laid down in para. **1951** will be applied and the employment of a larger vehicle will not be authorised where a smaller one will serve the purpose.

6. Only in very special circumstances should special motor mileage allowance be authorised for an airman.

7. When a special motor mileage allowance is granted for the whole of a journey, and the journey starts from lodgings, mileage will be calculated from the lodgings provided the claimant does not reside farther than is necessary from his permanent station.

8. Travelling allowance for journeys will be assessed on the actual time taken (including necessary breaks for meals and periods of duty) subject to a maximum running time of one hour for each 20 miles.

9. Travelling allowance at the regulated rate may be claimed for a chauffeur when special motor mileage allowance is admissible for the whole of a journey carried out by an officer whose rank, in the opinion of the air or other officer commanding, justifies the employment of a chauffeur on a duty journey.

10. Garage charges, parking fees and ferry charges are admissible only when special mileage allowance is authorised for at least one-half of the itinerary. Such garage charges not exceeding 1*s.* 6*d.* a night for a car, or 1*s.* 0*d.* a night for a motor cycle, may be refunded when necessarily incurred by an officer or airman to whom a nightly rate of travelling allowance is admissible.

3072. Insurance.—1. An officer or airman may be permitted to use his own or a borrowed private motor vehicle on a duty journey only if the following conditions as regards insurance are satisfied:—

Digitized by Google

(*a*) That adequate insurance has been effected under a policy covering the use of the vehicle on official business and all risks normally incurred, e.g. accident to the insured including medical expenses, bodily injury to, or death of, third parties, including passengers, and damage to the property of third parties. (Insurance against full or partial damage to, or loss of, the vehicle itself is optional; but it should be clearly understood that in no circumstances will any liability be accepted against public funds for damage sustained by the vehicle whilst it is being used on official business.) Where it is not clear from the wording of the policy whether the risks are fully covered, the user should refer to the insurers concerned, whose confirmation will be accepted.

(*b*) That he ensures that the insurance policy is not held to be invalidated by the carriage of official passengers in respect of whom an additional allowance is admissible. It is necessary, therefore, for the policy to be endorsed to the effect that the carriage of such passengers shall not be deemed to constitute use for hiring, or for the carriage of passengers for hire or reward, or else for a written undertaking to the same effect to be obtained from the insurer.

(*c*) That the insurance of a borrowed vehicle is effective when the vehicle is being used by the borrower. In the event of doubt arising, the borrower will be required to produce (i) a certificate from the insurer that the policy covers the liability, and (ii) a duplicate receipt for the current premium.

2. (*a*) (i) As regards clause 1 (*b*), a general undertaking (which, however, does not apply abroad) has been given by certain insurers enumerated in A.M.O. A.254/34, in the following form:—

> " Personnel, whether service or civilian, employed by or in any Government Department, using their private motor vehicles on official business may receive a mileage allowance for the journey, and if carrying other officers or servants of the Crown travelling on duty, a small additional allowance in respect of each passenger.
>
> When the vehicle is being so used we undertake that, subject otherwise to its terms and conditions, the policy covering the vehicle shall be deemed to include such use, and the receipt of the said allowance shall not be deemed to constitute use for hiring or for the carriage of passengers for hire or reward.
>
> Provided that as regards personnel of the armed forces the policy shall not be deemed to include the use of the vehicle under orders or otherwise than for the personal convenience of the assured."

(ii) This undertaking is regarded as satisfying the requirements referred to in clause 1 (*b*) and, when policies have been taken out with any of these insurers, a special endorsement need not be obtained.

(iii) This arrangement is not to be taken as in any way restricting the free choice of insurer or as implying that the necessary insurance cover must be obtained from one of these insurers.

(*b*) Where insurance has been effected with any other insurer, a special endorsement or written undertaking in accordance with clause 1 (*b*) must be obtained.

Digitized by Google

3. An officer who employs a servant of the Crown to attend to, or to drive, his own or a borrowed private motor vehicle will be required to indemnify the Air Council (the indemnity being covered by insurance additional to that laid down in clause 1) against the following liabilities:—

(*a*) Any death or disablement benefit payable under regulations to such servant of the Crown (or his dependants) who is injured or killed while so employed. The liability in respect of civilians serving at home is limited to that laid down in the Workmen's Compensation Acts or the government scheme contracting out of the Acts.

(*b*) In respect of an airman, or a civilian workman* who has accepted the government scheme contracting out of the Workmen's Compensation Acts and is therefore eligible for medical treatment at the expense of the Air Ministry (*see* Chapters XIV and XV of A.P. 826)—charges for medical treatment arising from such injury as defined below:—

(i) If he is admitted to a naval, military or air force hospital —any extra expense incurred, e.g. the cost of outside civilian assistance obtained in connection with the case. No charge will be made against the officer for the man's maintenance or for treatment from naval, military or air force sources.

(ii) If he is admitted to a civil hospital—the actual cost of maintenance and treatment, including any charges (e.g. surgeon's fees, ambulance, etc.) which may be payable in addition to the actual charges made by the hospital authorities. No charge will be made against an airman or a civilian workman who has accepted the government scheme.

(iii) If he is attended by a civilian medical practitioner other than one engaged at an inclusive rate of pay to attend R.A.F. personnel—the actual charges made by the civilian medical practitioner.

(iv) The cost of any dentures, surgical appliances or spectacles, or repairs, renewals or replacements thereof (including subsequent repairs, renewals or replacements), resulting from an injury so sustained, admissible under the King's Regulations and Air Council Instructions for the R.A.F. or A.P.826.

A servant of the Crown will be regarded as on duty whenever he is ordered by the officer to drive the car, and the requirements of this clause apply, therefore, irrespective of whether or not the journey is one for which allowances are admissible.

4. The conditions as regards insurance apply equally to the use of a private motor cycle on duty journeys except that the cover against medical expenses arising from accident to the insured will not be enforced.

5. Exception will not be taken to insurance policies which provide only for cover in excess of a certain stipulated low figure ("excess policies"), provided that this figure does not exceed £10 and that it is

* No other civilians are entitled to free medical treatment at the expense of the Air Ministry and no indemnity under clause 3 (*b*) is therefore required in respect of them.

Digitized by Google

clearly understood that any claim up to that amount will be the responsibility of the user. In no circumstances will public funds bear any payment in this connection.

Section IV.—Travelling Allowances.

3078. Travelling Allowance.—When Issuable.—Subject to the conditions and restrictions laid down in this section, travelling allowance will be issuable at the rates stated in para. **3080** to officers and airmen for journeys on duty, and for limited periods of absence on duty away from the permanent station and usual place of residence, when service accommodation and rations are not available and billeting is not resorted to. *See* paras. **1893, 1894** and **1899** as to billeting, and para. **2669** as to the issue of rations and the commuted ration and cash equivalent allowances.

3079. Local Allowances — Definition. — The expression "local allowances" used in this section shall mean such of the following allowances as may be admissible in the circumstances—lodging, fuel and light, ration, servant, field and colonial. The allowances which may be drawn in conjunction with travelling allowances are shown in para. **3235.**

3080. Rates of Travelling Allowances.—The following table shows the authorised rates of travelling allowance:—

Rank.	Maximum Nightly Allowances.			Daily Allowances (*see* para. **3086**).	
	Rate 1.	Rate 2.	Rate 3.	Rate 4.	Rate 5.
	For night of travelling also during detention up to eight nights in one place.	After eight nights' detention up to fourteen nights.	Under para. **3084.**	From five to ten hours.	Over ten hours.
	s. d.	*s. d.*	*s. d.*	*s. d.*	*s. d.*
(i) Officers of the substantive rank of group captain and above	25 0	20 0	5 6	4 0	8 0
(ii) Other officers and members of the nursing service	20 0	16 0	3 6	4 0	8 0
(iii) Warrant officers ..	8 0	6 6	2 0	2 0	4 0
(iv) Warrant officers, 2nd class	7 0	5 6	—	1 6	3 0
(v) (*a*) Flight sergeants. Airmen of lower rank serving in the Air Ministry	6 0	5 0	—	1 6	3 0
(*b*) Airmen travelling in aircraft or acting as batmen or as drivers of M.T. vehicles, when accompanying officers travelling with not more than 3 airmen	6 0	5 0	—	1 6	3 0
(vi) Other airmen	4 6	3 6	—	1 6	3 0

Digitized by Google

3081. Travelling Allowances—When not Admissible.—1. Travelling allowances are not issuable—

(*a*) to an officer or airman who receives pay or other emoluments which cover travelling;

(*b*) *deleted.*

(*c*) for nights on board ship or aircraft if messed at the public expense (a special rate of travelling allowance may, however, be authorised by the Air Council, having regard to the actual expenses, when officers and airmen, although provided with sleeping accommodation at the public expense, have to pay for their own food and the circumstances are not covered by para. **3097**);

(*d*) on active service;

(*e*) to an officer or airman under canvas or accommodated in a rest camp, except that daily allowances may be issued for journeys to or from a standing camp, under the conditions of para. **3086**;

(*f*) at the station to which an officer or airman is posted except as provided in para. **3084**, clause 2 (*c*) (i);

(*g*) to officers and airmen in respect of journeys completed in one day between two or more places at which they are regularly employed except in so far as the air or other officer commanding may approve a special allowance within the regulated rate, having regard to extra expense necessarily incurred in subsistence;

(*h*) in excess of the rate provided in para. **3091**, clause 1, to officers and airmen proceeding at their own desire under private arrangements, who would otherwise accompany a party of more than 3 airmen.

2. *See also* paras. **3087** to **3089.**

3082. Nightly Allowance, Rates 1 and 2.—1. (*a*) Travelling allowance at rate 1 may be issued when an officer is travelling at night, and also for periods of absence on temporary duty at night from his station and usual place of residence not expected to exceed eight nights in one place, and accommodation in public quarters is not available. (*See also* para. **3090.**)

(*b*) Where owing to unforeseen circumstances the period is necessarily prolonged beyond a period of eight nights in one place rate 1 will be granted for the first eight nights and rate 2 thereafter, but not beyond a total for fourteen nights. In exceptional circumstances and subject to the approval of the A.O.C. the payment of rate 2 may be continued beyond fourteen nights provided the absence is necessarily extended on a day-to-day basis by the exigencies of the service.

2. When an officer proceeds on temporary duty for a period which is anticipated to exceed eight nights in one place but not to exceed fourteen nights and cannot be provided with public quarters, the A.O.C. may, if he considers the issue of local allowances insufficient, grant a suitable rate of travelling allowance, not exceeding rate 2, from the commencement of the temporary duty, but not beyond fourteen nights, unless the period of absence is necessarily extended on a day-to-day basis by the exigencies of the service.

3. Travelling allowance at the appropriate nightly rates will be issuable, under the same conditions as laid down in clauses 1 and 2,

Digitized by Google

to individual airmen, or a party of not more than 10 airmen, when detained at night on temporary duty at a place where they are not billeted and service accommodation and rations are not available, and to individual airmen or a party of not more than 3 airmen when travelling on duty by night.

4. The nightly rates 1 and 2 of travelling allowance are not issuable to airmen, detained at night, when the party numbers more than 10 or to airmen when travelling at night in a party numbering more than 3, or to officers accompanying such parties. (*See* para. **3091.**)

5. Travelling allowance will not be issued when it can be foreseen that the period of detention in one place will exceed fourteen nights. In such cases, lodging, &c., allowances will be issued when public quarters cannot be provided.

6. Travelling allowance at rate 1 is not issuable in respect of a night on which a journey is begun after or terminated before 3 a.m.

3083. *Deleted.*

3084. Nightly Allowance, Rate 3.—1. The third rate of nightly travelling allowance referred to in para. **3080** is issuable in the circumstances detailed hereafter, and is applicable to those special cases in which it may be desirable to issue travelling allowance to an officer or airman who, although provided with public quarters or in receipt of lodging allowance or spending the night in lorries, is put to additional expense by reason of travelling. It is also applicable to an officer who is the official guest of a foreign government. It will not be granted without adequate evidence of its actual necessity, due regard being had to expenditure normally met from pay.

2. It may be issued in the following circumstances if approved by the air or other officer commanding, whose authority will support the charge in accounts:—

(*a*) When an officer, or warrant officer is detached singly on duty with air forces for any period not exceeding eight nights (inclusive of the night of joining), or is called out in aid of the civil power at a station other than his own.

(*b*) When an officer is detained in quarantine, in quarters on shore, and is not messed at the public expense. There is no limitation of period in such circumstances.

(*c*) (i) When an officer is necessarily separated from his heavy baggage in consequence of the movement of air forces on permanent change of station, the allowance may be given for a limited period preceding or following the move, but will not be issued for more than two nights in connection with any move at home or within the colony; if, however, the move is from a home station to a station abroad or *vice versa* or by sea intercolonially, the allowance may be issued for a maximum of four nights.

(ii) Officers proceeding between Iraq and Egypt by the Nairn overland or Imperial Airways' route will not be entitled to this allowance pending the arrival of heavy baggage.

(*d*) When an officer joins a unit at home for the purpose of taking charge of, or doing duty with, a draft for abroad. In

Digitized by Google

these circumstances the allowance will not be issued for a period exceeding eight nights including the night of arrival.

(*e*) In special circumstances not provided for above, where an officer or airman is put to additional expense by reason of travelling, an air or other officer commanding may sanction the issue of travelling allowance at rate 3, or at a lower rate, if he considers the circumstances render such issue necessary. Air Ministry authority will be sought before payment is made under this sub-clause for a period exceeding fourteen nights in one place.

3085. Special Nightly Allowance.—When officers are accommodated in billets and food cannot be provided under unit arrangements, the rate of travelling allowance will be 8*s.* 6*d.* a night, and will not be subject to a reduction after eight nights.

3086. Daily Allowances, Rates 4 and 5.—1. The daily rates of travelling allowances referred to in para. **3080** are issuable to officers in the following circumstances:—

(*a*) For a journey away from the claimant's station if he proceeds to a place beyond ten miles by the ordinary route from such station and from his residence, returning the same day, and is absent five hours. In special cases an air or other officer commanding may relax the ten miles' limit and, having regard to the extra expense necessarily incurred in subsistence, approve a special allowance within the regulated rate. The authority, which should show the circumstances and in particular the necessity for unusual expenses, should be attached to the travelling claim.

(*b*) For a journey completed in one day on a permanent or temporary change of station, or to or from a port of embarkation or disembarkation, or on proceeding on temporary duty from one station to another when the journey does not involve travelling all night, if a distance of more than ten miles is travelled, and the journey occupies five hours.

(*c*) For the day succeeding that on which a nightly rate of travelling allowance is drawn, when the journey is completed on that day at a time which is five or more than ten hours later, as appropriate, than the hour corresponding to that at which, on the previous day or earlier, the journey commenced (i.e. each nightly allowance covers a period of 24 hours).

(*d*) To an officer moving with air forces, under conditions similar to those at (*a*), (*b*) or (*c*) above, when the circumstances are such that arrangements for the provision of rations cannot be made. An officer moving with not more than three airmen is not regarded as moving with air forces.

(*e*) For journeys by air, when an allowance under (*a*) or (*b*) is not admissible (e.g. endurance flights), claims should be submitted to the air or other officer commanding for approval, which will be given only when, owing to forced landings or other unforeseen circumstances, additional expenditure on food is incurred and absence from the unit is in excess of 5 hours.

1A. Travelling allowance at the appropriate daily rates will be issuable under the same conditions as laid down in clause 1, sub-clauses

Digitized by Google

(*a*), (*b*), (*c*) and (*e*), to airmen travelling on duty individually or in parties of not more than 3.

1B. The daily rates of travelling allowance will not be issuable to airmen travelling in parties of more than 3 (except as provided in clause 1 (*c*)), to officers accompanying such parties (except as provided in clause 1 (*d*)), or to airmen on duty away from their unit (not involving absence at night) when fed without charge at the station visited.

2. The daily allowances are admissible, together with local allowances, but will not be issued for days for which a nightly allowance is granted, nor will more than one allowance be admitted for any one day.

3. *See also* para. **3081,** clause 1 (*g*).

3087. Officers Posted to Home Establishment from Abroad.—1. An officer ordered home from abroad who is instructed to await orders to take up new duties will ordinarily not be entitled to draw travelling allowance.

2. When, however, such an officer is ordered to report to the Air Ministry or to an air or other officer commanding, and in consequence of orders is held in readiness at a particular station or place (not his own home) where accommodation is not available, for a period not expected to exceed eight nights, and when he necessarily incurs expense there, the air or other officer commanding may, at his discretion, authorise the issue of travelling allowance, in accordance with para **3082.**

3. An officer preferring a claim to travelling allowance under the terms of this para. will support the claim by the written instructions referred to in para. **333.**

3088. Officers in Receipt of Consolidated Pay.—An officer in receipt of consolidated pay, or an Indian rate of pay, is not ordinarily entitled to any allowances for a period of detention, in the course of a journey, expected to exceed fourteen nights in one place. For a period not expected to exceed fourteen nights, travelling allowance is admissible, under the conditions applicable to other officers.

3089. Forced Landings—Detention of Pilots.—An officer or airman forced to land, or alight on the sea, away from his station will not be entitled to travelling allowance at rate 1, 2 or 3 of para. **3080** for any period after he could have proceeded to an air force station. Any claim to travelling allowance will be supported by the certificate of the C.O. to whom he reported under para. **742.**

3090. Service Accommodation to be Utilised.—1. A C.O. will be responsible for ensuring that an officer about to leave his station for temporary duty is furnished with Form 95 in duplicate and that he is instructed to apply to the C.O. of the station to which he is sent to be provided, if possible, with rations and accommodation. When accommodation cannot be provided one copy of the completed form must support any claim to travelling allowance (*see* para. **2781** regarding disposal of the other copy of this form). The form will not be required for cases coming within the scope of clause 5 unless the officer arranges to occupy quarters.

Digitized by Google

2. The C.O. at a station where officers are temporarily serving will do his utmost to ensure the fullest possible use of public accommodation.

3. An officer countersigning a claim for travelling allowances based on the non-availability of quarters, whether for one, two or more nights, will satisfy himself that application for accommodation was actually made by the claimant.

4. An officer, whose journeys make it impracticable for his C.O. to instruct him on each occasion as in clause 1, will act in the spirit of this regulation and will obtain the requisite certificates at each station where he is detained.

5. (*a*) An officer on inspection or similar duty from the Air Ministry, or a staff chaplain, is not bound to occupy public quarters at the station he is visiting: nor is an officer on such duty from command or group headquarters, if the A.O.C. exempts him from so doing, when a certificate to that effect, signed by the authorising officer, will be furnished on the travelling claim; but otherwise, prior Air Ministry authority must be obtained.

(*b*) An A.O.C. may, in his discretion, exempt any officer of the rank of wing commander or above from occupying public quarters when on temporary duty.

(*c*) *See* para. **1254** as to the accommodation of officers serving on courts martial.

3091. Special Allowances.—1. An officer travelling on duty with more than 3 airmen, or airmen travelling in parties of more than 3 by steamship (if not messed), rail, or motor vehicle will be subsisted *en route* by rations provided by the unit. An allowance of 6*d*. will be granted to the mess in respect of each officer or airman travelling, to meet the extra cost of food, provided that the journey occupies 10 hours or more. If the journey involves travelling at night the allowance will be 1*s*. for each officer or airman.

2. Airmen engaged on convoy duties necessitating an absence from their units for more than one day will be entitled to a special allowance of 1*s*. a day. In exceptional circumstances the air or other officer commanding may sanction an increase from 1*s*. up to but not exceeding 1*s*. 6*d*. This allowance may be given with rations or a hot meal in billets, but will not be granted concurrently with an allowance under para. **3080** or clause 1 of this para.

3. Airmen and their families entitled to conveyance will, when necessarily incurring exceptional expenses while travelling or during detention, be granted such rates of travelling allowance as the air or other officer commanding may approve. The air or other officer commanding should satisfy himself that the circumstances fully justify exceptional treatment and should refer the matter to the Air Ministry for approval before payment of any special grant in excess of £5.

3092. Deserters and Airmen in Arrest.—Charges for the subsistence of a deserter or airman in arrest but not in civil custody are admissible within the limit of ration allowance when the airman is on the march or confined to police cells or other authorised place of confinement. When the airman is confined in a civil prison no charge is admissible against air

Digitized by Google

force funds (*see also* para. **3030** as to travelling expenses of deserters and absentees in civil custody).

3093. Discharged Airmen.—1. A discharged airman conveyed at the public expense who is not entitled to receive a gratuity, will receive 1*s.* 6*d.* a day for each day of the journey. Rations will not be issued.

2. A mileage allowance at the following rates is granted to discharged airmen and their families where conveyance cannot be provided by rail or sea and where mileage allowance is not issuable in respect of the use of a private motor vehicle:—

At home—1½*d.* a mile for the airman and each member of his family.

Abroad—such rates as the Air Council may fix.

3094. Travelling Allowances for Recruits (Men and Boys).—1. When neither rations nor accommodation is available for a recruit who has been provisionally accepted at a recruiting depôt, an allowance of 3*s.* 6*d.* a night may be issued in lieu thereof. If he fails to be attested at No. 1 R.A.F. Depôt, in circumstances entitling him to a free railway warrant under para. **3014**, clause 4, this allowance may be continued until his arrival at his destination. If detention overnight is not involved an allowance of 1*s.* 6*d.* may be issued in respect of any journey which occupies 5 hours or more.

2. The allowances under clause 1 may similarly be issued for the period of the homeward journey of a boy who is rejected for medical or other service reasons after reporting to a unit for attestation.

3095. Duty Abroad.—1. Normally the rates of travelling allowances as laid down in para. **3080** apply, but when necessary, rates of travelling allowance are specially fixed, under Air Ministry instructions, for comparatively long periods in a place abroad or for special missions. Applications in regard to such allowance should be made, through the usual channels, to the Air Ministry.

2. Special care will be taken, when travelling abroad, to keep a record of how accommodation and subsistence were obtained (vouchers should be secured whenever possible), in order that the facts may be made clear on the travelling claim to be submitted at the end of the journey.

3096. Travelling Allowance for Families.—The family of an airman entitled to conveyance at the public expense will, when necessarily travelling apart from the airman and not accompanying units or other formations of the R.A.F., receive a travelling allowance at the following rates:—

	For wife or widow.	*For each child.*
(*a*) For a journey of more than five hours' duration..	1*s.* 0*d.*	6*d.*
(*b*) For a journey of over ten hours' duration ..	1*s.* 6*d.*	9*d.*
(*c*) For nights of detention at a port of embarkation or disembarkation, or at an intermediate station, if rations and accommodation are not provided	3*s.* 6*d.*	1*s.*

Digitized by Google

(*d*) The daily rates under (*a*) or (*b*) may be drawn in addition to the nightly rates under (*c*) when the period of detention exceeds by five hours or ten hours, as the case may be, a complete period of twenty-four hours. (*See also* para. **3091**, clause 3.)

3097. Officers Embarked in H.M. Ships.—1. (*a*) When an officer is embarked for *passage* in one of H.M. ships he will be furnished with a certificate in the following form before leaving his unit:—

"Certified that.....is proceeding from..... to .....in H.M..... on .....(ground of entitlement) and that the cost of his entertainment for the period of the voyage in the naval mess appropriate to his rank is a proper charge against R.A.F. funds."

This certificate will be handed by the officer embarking to the accountant officer of the ship. An allowance at the undermentioned daily rates, subject to clause 2, will then be credited to the mess concerned, the necessary recovery being effected from the Air Ministry by the Admiralty:—

	s.	*d.*
Officers messed at the table of a flag officer	15	0
,, ,, ,, ,, captain	10	0
,, ,, in the ward-room	5	6
,, ,, ,, gun-room	4	6
,, ,, ,, warrant officers' mess	3	6

(*b*) Where an indulgence passage has been granted, recovery from the individual at the appropriate rate will, if necessary, be effected by the Air Ministry.

(*c*) For journeys between ports in the United Kingdom the allowance will be recovered by the accountant officer of the ship from the officer taking passage, who, unless granted an indulgence passage, will be entitled to reclaim it from his unit in the usual manner.

2. If a senior officer is embarked for a tour of inspection or other special purpose entailing an exceptional amount of entertaining, the rate of allowance payable may be specially considered.

3. When an officer is embarked for *duty or instruction on board*, no certificate will be rendered as in clause 1, the officer paying his messing charges direct, and no allowance to meet such expenses will be made.

4. Officers embarked in H.M. ships will in no circumstances be entitled to draw ration allowance.

SECTION V.—PASSAGES (ENTITLEMENT ONLY).

(NOTE.—*The regulations in this section do not apply to personnel proceeding to or returning from India. The conditions governing the grant of passages to and from India are laid down in "Passage Regulations, India."*)

3107. Entitlement to Passages—Generally.—As a general rule the travelling regulations in Section I are applicable. The regulations in this

Digitized by Google

section are supplementary and contain only those which are peculiar to passages. The manner in which sea passages are provided is stated in para. **909.**

3107A. Sea Passages.—1. When passages other than those referred to in para. **3052** are arranged at public expense, the following classes of accommodation will be provided:—

	In packet vessels.	*In transports and freightships.*
Officers and members of P.M.R.A.F.N.S.	1st	1st
Warrant officers	2nd If not available, 1st.	2nd If not available, 1st.
Warrant officers, 2nd classs ..	2nd If not available, 3rd.	2nd (3rd on freightships, if 2nd not available).
Other airmen	3rd	Troopdeck (transport). 3rd (freightship).
Families	The class to which the officer or airman is entitled.	
Officers' civilian servants, children's nurses and governesses.	2nd	2nd

NOTE.—The classes of accommodation can only be regarded as approximately representing the description of conveyance by long sea route suitable to each rank. In some cases a berth in "cabin" or "tourist" accommodation is regarded as equivalent to a first class berth, provided that the Board of Trade officer ordering the passage is satisfied that the amenities offered are suitable, having regard to the status of the passenger concerned, while a "tourist" berth may be allotted to a passenger entitled to second class accommodation. In other cases third class may not exist or the classes called second and third may be unsuitable for women and children or for Europeans generally.

2. Invalids may be assigned a superior class of accommodation upon medical recommendation.

3. Separate cabin accommodation is granted to an officer of air rank but not to an officer returning home on promotion to air rank. When an officer of air rank is entitled to passage for his family, and the family accompanies him, a reserved cabin for the officer and his wife, and a first class passage for each child not accommodated in the reserved cabin, will be provided, but if accompanied by a child or children under 10 years of age. the wife may be allowed separate accommodation with the child or children.

3108. Passages—Officers.—1. (*a*) An officer may be granted a passage when travelling overseas in the course of his duties, unless the necessity

Digitized by Google

for the journey arises from the officer's own interests or from his fault or misconduct or other personal cause within his control, in which circumstances he will not generally be eligible for a passage.

(*b*) An officer is not eligible for a passage at public expense when travelling on leave, nor may public funds be put to any extra expense by reason of an officer's leave arrangements.

(*c*) Illustrations of, and exceptions to, these general principles are given in the following clauses.

2. An officer may be granted passage when—

(*a*) proceeding to or returning from an authorised course of instruction;

(*b*) proceeding to or returning from a foreign country to which he has been sent for language study under Chapter IX, Section III —but *see* para. **415,** clauses 6 and 7, as regards liability for passages of officers studying Japanese and Chinese;

(*c*) proceeding to or returning from the United Kingdom after having been sent home on the recommendation of a medical board;

(*d*) proceeding to the United Kingdom with his family when the latter has been invalided home on the recommendation of a medical board, if he has been granted leave to accompany the family on the voyage on the specific recommendation of the medical board; and on returning on the expiration of such leave. This sub-clause applies only to married officers as defined in para. **3237** or whose families have been allowed outward passages under para. **3117A,** clause 2;

(*dd*) proceeding to the United Kingdom on leave subsequent to the date of the receipt in the command of an order for his return as an entitled passenger to the United Kingdom and in advance of the date on which he would normally be required to travel, provided that he undertakes to refund the cost to the government of the passage granted in the event of his return to the United Kingdom being cancelled before the termination of his leave (*see* clause 1). Packet passage will not be sanctioned if the officer, but for the leave granted, could travel by public opportunity, and officers proceeding at their own expense with the intention of claiming a refund will be required to obtain the prior authority of the Air Ministry (*see* para. **909A**). Where entitlement to passage under this rule is abrogated by the cancellation of the order for the officer's return to the United Kingdom, passage to the station abroad at which he is ordered to rejoin will be governed by para. **3111,** clauses 1, 4, 5 and 7.

(*e*) proceeding to the United Kingdom on being placed on half-pay, scale A, while serving abroad, unless he has incurred passage liability under para. **3109** (*a*). An officer placed on half-pay, scale B, is similarly entitled if one year of his tour of duty abroad has expired. Such an officer on scale B may also be provided with passage from the United Kingdom to a station abroad on re-joining from half-pay. The passage of an officer on half-pay, scale A, may be deferred within the limits laid down in sub-clause (*f*).

Digitized by Google

(*f*) proceeding to the United Kingdom on retirement after service giving a claim to retired pay or gratuity, or on normal transfer to the reserve, except when he has incurred passage liability under para. **3109** (*d*), or, subject to the same proviso, after retirement or transfer to the reserve, by a later vessel in the same trooping season, or in the trooping season following the date of retirement, provided that no transport accommodation is lost thereby;

(*g*) returning to the United Kingdom on termination of his commission (other than for misconduct) while on probation, or if not appointed on probation, on being required to resign his commission (otherwise than for misconduct) within 12 months of his appointment;

(*h*) proceeding to the United Kingdom after having been removed or dismissed the service, when the air or other officer commanding the station abroad is satisfied that the officer is unable to provide his passage; the passage so provided will be a second class packet passage and the locomotion expenses to the port of embarkation may be allowed in addition;

(*j*) proceeding to the United Kingdom (without entitlement to a passage under sub-clause (*g*)) if he leaves the service prematurely otherwise than by removal or dismissal therefrom, when the air or other officer commanding is satisfied that he is unable to provide his passage, and on reporting the facts fully to the Air Ministry the provision of such passage is specially sanctioned by the latter. The passage granted will be first class if available by public vessel; otherwise second class packet. Locomotion expenses to the port of embarkation may also be allowed.

3. An officer *domiciled outside the United Kingdom* may be granted passage on joining for duty on first appointment, and to and from the country of his domicile on sick leave when recommended by a medical board. On retirement after service giving a claim to retired pay or gratuity, on normal transfer to the reserve, or on termination of commission (otherwise than for misconduct) within twelve months of appointment, he may be granted a passage to the port nearest to his domicile, unless he has incurred passage liability under para. **3109** (*d*). Subject to no extra expense being incurred, deferred passage may be provided within a year of the date of retirement, but not in addition to passage to the United Kingdom, if the officer was serving abroad immediately before retirement.

4. (*a*) If a *medical board at a station east of Aden* specially recommends that an officer who otherwise would be eligible for passage to the United Kingdom under clause 2 (*c*) should proceed to a country nearer than the United Kingdom for treatment or convalescence, a passage to and from such country may be allowed in lieu of the passage to and from the United Kingdom.

(*b*) If a *medical board at any other station abroad* (*including Iraq*) makes a similar recommendation, passage may be granted subject to a proviso that the cost of the journey to and from the alternative country shall not exceed the cost which would be incurred if the officer proceeded to and returned from the United Kingdom, due regard being paid to any public vessel that may be available.

Digitized by Google

5. An officer leaving the service on retirement, etc., and eligible for passage to the United Kingdom under clause 2 (*f*), (*g*), (*h*) or (*j*) may be granted a passage to any British possession to which he may be permitted to proceed in lieu of returning to the United Kingdom, provided that the cost does not exceed that of the passage to the United Kingdom. If the officer would normally have travelled by transport, only the saving on transport messing costs will be taken into account in assessing the refund admissible.

3109. Cases in which Officers are Ineligible for Passages.—An officer will not be granted a passage when—

(*a*) proceeding from a station abroad to take up an appointment on the personal staff, or proceeding to take up an appointment on the staff of a civil governor, or under a dominion, colonial or foreign government or a trading company, or any civil appointment;

(*b*) proceeding to or from a station abroad for duty on exchange or transfer, unless carried out solely in the interests of the service or no extra expense to the public is involved; or on voluntary change of station;

(*c*) proceeding for duty on being posted from a station abroad to the home establishment at his own request, except when the move is carried out solely in the interests of the service;

(*d*) voluntarily retiring or voluntarily transferring to the reserve while serving at a station abroad before he has completed one year's service at that station, unless specific orders waiving his liability are issued by the Air Council;

(*e*) resigning his commission, except when passage is admissible under para. **3108**, clause 2 (*g*), or is specially authorised under clause 2 (*j*) of that para.

3110. Liability for Passages of Successor, etc.—1. An officer who on appointment or posting is liable for his passage under para. **3109** (*a*) or (*c*), and an officer who having transferred or changed station voluntarily is liable for his passage under para. **3109** (*b*), will also be liable for the whole cost of the passages of his family, his servants and, when applicable, his personal staff and their families and, if he was serving abroad, for any extra cost to the public incurred in connection with the passages of an officer sent to fill a vacancy caused by his appointment, transfer or posting to the home establishment and of his personal staff when applicable, not exceeding the cost of passage from the United Kingdom to the station in which the vacancy occurred.

2. An officer liable for his passage under para. **3109** (*d*) and (*e*) will be liable also for the cost of the passages of his family and servants and, when applicable, his personal staff and their families and servants.

3. When two officers exchange and become liable for passages under para. **3109** (*b*) each will be liable for the cost of his own passage, and the passages of his family and servants (if any).

3111. Passages in connection with Leave.—1. An officer who is posted from one station abroad to another while absent on leave may be reimbursed any necessary extra cost to him of his passage to his new station as compared with the cost of his return to his old station, within

Digitized by Google

the amount which it would have cost public funds to send him direct from the old to the new station had he not been on leave. If the officer would normally have travelled by transport, only the saving on transport messing costs will be taken into account in assessing the refund admissible.

2. An officer who is granted an extension of leave on the recommendation of a medical board whilst absent on ordinary leave from a station abroad may be reimbursed any necessary extra passage cost which he would not have incurred had he returned on the expiration of his ordinary leave.

3. An officer eligible for passage to a station abroad who defers his embarkation on being granted a term of ordinary leave will be liable for any extra expense caused thereby, e.g. that arising from the wasting of transport accommodation and the consequent necessity for the provision of a packet or freightship passage, or if the officer's passage had been engaged by packet or freightship, any payment which has had to be made for the cancelled berth or any reduced rate opportunity which has been missed.

4. An officer on leave from a station abroad who is recalled from leave owing to active service conditions may be granted passage to his station from the place of leave, provided that on recall he is required to embark not less than a week before he would normally have begun his return voyage.

5. An officer on leave from a station abroad who is recalled from leave for special duty at his station other than under active service conditions, and thereby forfeits not less than 30 days' leave, may, if the leave forfeited amounts to at least half the leave which has been granted to him, be allowed either a passage back to his station, or, if he has proceeded under his own arrangements, a refund of the actual expense incurred not exceeding the amount that it would have cost the public to convey him back to his station. If the leave forfeited is less than half the leave granted, the officer may be allowed a refund of half the cost of his return journey similarly assessed. If the officer would normally have travelled by transport, only the saving on messing costs in the transport will be taken into account in assessing the refund admissible.

6. An officer on leave from a station abroad who is compulsorily retired, transferred to the reserve, placed on half-pay, or posted for duty at home before the expiration of his leave, and thereby forfeits not less than 30 days' leave may, if the leave forfeited amounts to at least half the leave which has been granted to him, be allowed his actual passage costs up to those which would have been incurred had he proceeded home under official arrangements. If he has forfeited less than half his leave, he may be allowed half the cost similarly assessed. If the officer would normally have travelled by transport, only the saving on messing costs in the transport will be taken into account in assessing the refund admissible.

7. An officer who owing to special circumstances would suffer undue hardship by the application of clause 5 or 6 may be granted such refund of passage expenditure as the Air Council may determine.

3112. Officers' Families—Grant of Passages.—1. An officer may normally be granted a passage to and from the United Kingdom for his

Digitized by Google

family only when it accompanies him on permanent change of station and resides with him for the period of his tour of service abroad. He may also with certain exceptions be granted passages for his family when it accompanies him from one station to another in the course of his tour of service abroad during the period between the public passages from and to the United Kingdom. An officer who marries during a tour of duty abroad will be entitled to passages for his family, during the period of that tour, only as provided in para. **3117B.**

2. Subject to the exigencies of the service and to the medical fitness of the family, an officer may be granted a passage for his family (if accompanying him) when he himself is granted a passage under clause 1 and para. **3108,** clause 1 and clause 2 (*d*) to (*h*), provided that the family has not already exhausted its entitlement for the period of the officer's tour, except when he is moving in the circumstances indicated in clause 3. When a family has already exhausted its entitlement for the period of the officer's tour and a passage for the officer is specially authorised under para. **3108,** clause 2 (*h*), or when a passage for an officer under para. **3108,** clause 2 (*j*), is recommended by the air or other officer commanding, and the provision of passage for the officer's family requires consideration, the facts will be reported fully to the Air Ministry for a decision.

3. Except as provided in para. **3117B,** an officer will not be granted passage for his family when he is proceeding—

(*a*) on active service (but *see* para. **3112A**);

(*b*) to or from the following stations:—

(i) Headquarters units in an aircraft carrier or a flight of the Fleet Air Arm (with the exception of those permanently allocated to the Mediterranean Command),

(ii) Iraq*,

(iii) Sudan (except when attached to Headquarters, Sudan Defence Force, Khartoum)*,

(iv) Aden (except when public married quarters are available or the family is permitted to live in non-public quarters)*,

(v) Trans-Jordan (except when public married quarters are available)*,

(vi) Egypt, for flying training;

(*c*) on, or on return from, temporary duty, or to or from a course of instruction, except when he is ordered home for a course of instruction exceeding 6 months' duration;

(*d*) to or from a foreign country to which he has been sent for language study under Chapter IX, Section III, unless the Air Council issues specific instructions to the contrary (but *see* para. **3112A**);

(*e*) on, or on return from, sick leave, unless the medical board expressly recommends that his wife should accompany him as an attendant (*see* para. **3113**);

(*f*) to the United Kingdom, in the case of an officer whose family or a member of the family, having been ineligible to rejoin him at his station abroad at the public expense after compulsory separation (para. **3112A**) or separation on medical grounds approved by the regulated medical authority (para. **3113A**), or after

* *See also* A.M.O. A.314/34.

Digitized by Google

the officer's wife has accompanied him as an attendant on sick leave (para. **3113**), has rejoined him at his own expense within the preceding year. Such a family or member of a family will also be ineligible for passage to the United Kingdom under para. **3112A** if the officer moves to a station to which passages for families are not allowed, or to a foreign country for language study unless specially approved by the Air Council.

(*g*) on recall from the retired list or the reserve. (*See* para. **3014A**, clause 2.)

4. For the purpose of entitlement to passage, the definition of an officer's family will be that laid down in para. **3027**, clauses 1 and 1A (modified as regards boys over the age of 18 years to the extent indicated in para. **3114A**).

5. The class of accommodation which will be provided for the family of an officer is laid down in para. **3107A**.

3112A. Passages on Compulsory Separation and on subsequently Rejoining the Officer.—If not ineligible under para. **3112**, clause 3 (*f*), an officer may, subject to the special sanction of the Air Council, be granted passage for his family when it returns to the United Kingdom on compulsory separation on the officer proceeding on active service, or on proceeding to a station to which passages for families are not allowed, or to a foreign country for language study. Passage may also be granted, but by public vessel only, when the family proceeds from the United Kingdom to rejoin the officer on termination of such compulsory separation, provided that his tour of service abroad is not due to terminate within a year from the date of the passage.

3113. Passages for Families on Return Abroad of Officers from Sick Leave.—On return from sick leave granted on the recommendation of a medical board, an officer may be granted passage for his family if his wife accompanied him as an attendant on the express recommendation of the medical board. Return passage to the station abroad will normally only be allowed to the family by public opportunity and will not be granted from the United Kingdom or the continent of Europe if within a year the officer is due to return to the United Kingdom or to go to a station to which passages for families are not allowed. The Air Council may defer passage back to the officer's station if within a year he is due to move on to another station abroad which is nearer to the United Kingdom.

3113A. Passages for Officers' Families Medically Unfit to Proceed to a Particular Station Abroad.—If an officer, on being posted to a station abroad, satisfies the regulated medical authority that for climatic reasons residence there would be likely to involve danger to the health of his family, he may be granted passage for his family under the following conditions:—

(*a*) If he is serving in the United Kingdom when posted, passage by public vessel only, to rejoin him on his proceeding to another station abroad at which the family is fit to reside, provided that he has at least a year to serve there and families are allowed.

Digitized by Google

(*b*) If when posted he is already serving abroad, passage to the United Kingdom in lieu of passage to the new station, and passage by public vessel only to rejoin him on his proceeding to another station abroad in which the family is fit to reside, provided that he has at least a year to serve there and families are allowed.

3114. Passages Granted to Officers' Families on the Recommendation of Medical Boards.—1. If the family or any member of the family of an officer residing with him at a station abroad falls sick and a medical board recommends that it or any individual member or members be sent home, passage to the United Kingdom may be granted for the family or for any one or more members of the family according to the board's recommendation. Normally such passage or passages will be regarded as exhausting the officer's entitlement to passage for his family or the member of the family concerned for the period of the officer's current tour of service abroad, but, where the operation of this rule is likely to inflict great financial hardship on the officer or his family, the Air Council may, at their discretion on the recommendation of the air or other officer commanding the officer's station, assist the family in rejoining the officer.

2. The officer may, provided that within a year he is not due to return to the United Kingdom or to proceed to a station to which passages for families are not allowed, restore the family's entitlement to further passage during the tour by both refunding the cost to the public of the passage or passages home and paying for its passage on its rejoining him. If the officer has moved to a more distant station, passage from the United Kingdom to that station may be provided by public vessel, subject to payment by the officer of the cost to the public of the passage to the station from which the family has been invalided, in addition to the refund of the cost of the passage home.

3114A. Passages for Boys—Waiving of Age Limit.—If a son, stepson or legally adopted son of an officer reaches the age of 18 years whilst with the officer at a station abroad, he may be granted passage to the United Kingdom from that station, provided that he had not reached the age of 17 when he last left the United Kingdom as an entitled passenger.

3115. Deferred Passages for Officers' Families.—1. At his request, an officer ordered to proceed on a tour of service abroad of three years or less may be granted a deferred passage for his family or, provided no extra expense to the public is incurred, for any individual member of the family, if he furnishes reasons satisfactory to the Air Council for delaying the embarkation of his family or any individual member thereof. Medical reasons or exigencies connected with the education of children will be regarded as satisfactory reasons for this purpose.

2. The grant of deferred passage will be subject to the following rules:—

(*a*) Passage will be granted by public vessel only except in the case of families of officers of the rank of air vice-marshal and above, and, if specially authorised by the Air Council, the families of air commodores in command.

Digitized by Google

(*b*) The period of deferment will not be extended beyond the date of sailing of the first public vessel in the trooping season following that in which the officer embarks. An officer embarking during the non-trooping season will, for this purpose, be regarded as embarking during the ensuing trooping season.

(*c*) A deferred passage will not be granted within a year of the date when the officer is due to return to the United Kingdom or to proceed to a station to which passages for families are not allowed.

3. The same rules will apply to the family of an officer proceeding for a tour of service abroad of more than 3 years, with the following modifications:—

(*a*) The period during which deferred passages may normally be claimed will be extended to cover the trooping season following that in which the officer embarks, and if passage is claimed within this period he will not be required to state his reasons for delaying his family's embarkation.

(*b*) This normal period may in turn be extended at the discretion of the Air Council to cover the second trooping season after the officer's embarkation, if his family or any member of it is certified to have been medically unfit to accompany him, and to be still unfit to rejoin him at the termination of the normal period of deferment, or if the officer furnishes other reasons for the extension satisfactory to the Air Council, such as arrangements for the education of his children.

4. Deferred passages under clause 1, 2 or 3 will not be admissible if the officer, having claimed passages for his family to accompany him, fails to give adequate notice of his intention to delay its embarkation, and as a result the berth accommodation allotted is wasted or payment is required for freightship or packet berths engaged but not used. If deferred passages are provided but not utilized, the retention or forfeiture of entitlement will be similarly determined. In neither case will entitlement be forfeited if the failure to embark is certified to have been due to the illness of a member of the family of a nature precluding embarkation, provided the illness was notified to the Air Ministry without delay.

5. When an officer has applied for passage for his family to enable it to accompany him or to rejoin him and the family or a member thereof has been certified as medically unfit to embark, deferred passage may be provided in the manner considered most suitable by the Air Council, when the family becomes medically fit to embark.

3115A. Passages for Families of Officers Retiring Voluntarily.—An officer serving at a station abroad who retires voluntarily, or is transferred voluntarily to the reserve, or is placed on the half-pay list at his own request, within one year of the date on which his family or any member of his family has rejoined him by deferred passage will be ineligible for a passage home for his family or for the member or members who joined him within that period, as the case may be.

3116. Anticipated Return Passages.—1. An officer serving at a station abroad may be granted passage by public vessel to the United Kingdom

Digitized by Google

for his family or, provided no extra expense to the public is incurred, for individual members thereof in anticipation of the passage to the United Kingdom for which they would normally be eligible on the completion of his tour of duty abroad, if the family has resided with the officer continuously for a period of 3 years or more, during his current tour of duty abroad.

2. If the family has resided with the officer during the current tour of duty abroad for a period of less than 3 years but not less than 1 year and the officer produces reasons satisfactory to the Air Council why his family should be granted an anticipated passage to the United Kingdom, the Air Council may at their discretion grant such a passage by public vessel. Passages granted under these conditions may be provided (if accommodation is available) in the last transport of the trooping season preceding that in which the officer is due to return to the United Kingdom or by any subsequent public vessel. An officer due to return to the United Kingdom during the non-trooping season will, for this purpose, be regarded as due to return in the trooping season immediately prior to his return.

3. Passages granted under the provisions of this para. will be regarded as exhausting the officer's entitlement to passage for his family or the member of the family concerned for the period of his current tour of duty abroad.

4. The restriction to public vessel of passages granted under this para. will not apply to the families of officers of the rank of air vice-marshal and above, or, if specially authorised by the Air Council, to the families of air commodores in command.

3116A. Arrangements for the Charge of Young Children.—1. Children under 10 years of age, or unfitted for other reasons to travel alone, will not be granted passage unless satisfactory arrangements for their care and attention during the voyage, and from port of disembarkation to destination, have been made by the officer.

2. Such children must be accompanied either by—

(*a*) one of the parents, or another member of the family capable of taking charge, travelling as an entitled passenger, or

(*b*) a first class entitled passenger who has signified in writing willingness to be responsible for the child, or

(*c*) a family nurse (either as an entitled or a passage payment passenger).

When condition (*b*) or (*c*) applies, the officer will be required to state the arrangements he proposes to make for the child both on the voyage and from port of disembarkation to destination.

3. When an officer is unable to satisfy the conditions laid down in clause 2, a payment passage may be provided to enable a parent, or a member of the family, to accompany the child in a transport. If a freightship or packet vessel is concerned, the officer will make his own arrangements with the shipping company, but will be required to satisfy the air or other officer commanding that the child will be in the care of an adult throughout.

4. An indulgence passage will not be granted to an adult in charge of a child travelling as an entitled passenger in a transport, but if on

Digitized by Google

completion of the voyage there is evidence that the individual for whom passage money was paid could have travelled as an indulgence passenger for the whole or part of the voyage without loss being thereby incurred to the public, the officer may submit a claim to the Air Ministry for refund of the difference between the passage money paid and the messing charges, for the whole or part of the voyage as appropriate.

3117. Passage Home for the Family of an Officer Dying Abroad.—When an officer dies whilst serving abroad, the family may be granted passage to the United Kingdom or, if the cost is not greater, passage or grant in aid of passage to a selected place of residence outside the United Kingdom.

3117A. Passages for Families of Officers under 30 Years of Age.—1. The family of a married officer not qualified as such under para. **3237** proceeding from the United Kingdom for a tour of duty abroad, or from one station abroad to another, or to the United Kingdom, will not be allowed to accompany him at the public expense except as provided in clause 2. Subsequent passage for the family to rejoin the officer at his station abroad may be granted by public vessel when the officer becomes qualified under that para., provided he is not due to return to the United Kingdom or to move to a station to which passages for families are not allowed within a year from the date passages for the family will be available.

2. A married officer not qualified under para. **3237** when proceeding to a station abroad who wishes his family to accompany him may be granted passage for his family on the recommendation of his C.O., provided that the latter is reasonably satisfied that the officer is in a position to make suitable provision for his family at his new station during the period he is disqualified from drawing married rates of allowances. Subsequent passages may be provided under the same conditions as those laid down for the families of married officers qualified under para. **3237.**

3. When the grant of passage is admissible under clauses 1 and 2, deferment of the passage will be subject to the provisions of para. **3115,** clauses 1, 2, 3 and 5.

3117B. Passages for Families of Officers Marrying during Tour of Duty Abroad.—1. Subject to the exigencies of the service and the medical fitness of the family, a qualified married officer (as defined in para. **3237**) who has married whilst on leave from abroad, or whilst at home on temporary duty or attending a course of instruction, may be granted passage by public vessel for his family from the United Kingdom to his station abroad, provided that he is not due to return to the United Kingdom, or to move to a station to which passages for families are not allowed, within a year of the date on which passage will be available for the family. Homeward passage for the family of an officer married during a tour of duty abroad will not be granted unless the family has resided with him at the station abroad for at least twelve months.

2. Passages may be provided similarly in the case of officers under 30 years of age, subject to the provisions of para. **3117A** also being satisfied.

Digitized by Google

3. Deferred passages may be granted at the discretion of the Air Council if satisfactory reasons are furnished for delaying the embarkation of the family; but the period of deferment will not be extended beyond the date of sailing of the first public vessel in the trooping season following that which coincides with the return of the officer to the command abroad.

3118. Passages for Servants.—1. Passages for civilian European servants of an officer proceeding to, from, or between commands abroad will be allowed as follows:—

(*a*) *Iraq.*—A.O.C., two male servants; other air officers, one.

(*b*) *Aden and Trans-Jordan.*—A.O.C., two servants (one male and one female); other air officers, one servant (male or female); officers below air rank, one nurse or governess if taking a child or children under ten years of age. Return passage for the nurse will also be granted should the child reach the age of ten years whilst in the command. The individual must be a *bona fide* employee and not a member of the officer's family or of his wife's family.

(*c*) *Other commands (except India).*—A.O.C., two servants (one male and one female); other air officers, one servant (male or female).

(*d*) *India.*—As provided by the Passage Regulations, India.

2. Passages will not be provided for servants who may be required to return home on health grounds or who quit the officer's employment.

3. (*a*) On temporary duty, A.Os.C. and other air officers will be allowed passage for one personal servant, but not for a batman in addition.

(*b*) Passage for a personal servant is not allowed in the case of other officers on temporary duty unless the officer is travelling between ports in the same command for the purpose of proceeding for a course of instruction at a school or establishment at which servants to student officers are not provided.

4. An officer who is returning from a station abroad on the recommendation of a medical board may be granted a passage for a servant if a special servant is considered necessary by the board and it is not possible to assign a suitable airman from those proceeding on the same voyage. If the servant is a civilian and accompanies the officer on his return to duty at his station abroad, passage back also may be granted to the servant.

5. (*a*) An officer not entitled to passage for a children's nurse or governess, whose family is granted entitled passages in a *transport*, may be granted passage for a children's nurse or governess, provided payment of the appropriate passage money is made to the Air Ministry (through the accountant officer when passages are arranged by commands abroad) prior to embarkation. The individual must be a *bona fide* European employee and not a member of the officer's family or of his wife's family. The normal accommodation to be provided will be 2nd class, but nurses or governesses may be berthed (but not messed) 1st class when 2nd class is not available, or when specially asked for by the employer. Nurses or governesses will always receive meals equivalent to the 2nd class standard of messing, even if they are permitted to take their meals with the children in the 1st class saloon. If the accommodation occupied is 2nd class, the passage payment will be at the 2nd class transport passage

Digitized by Google

rate; if 1st class, payment will be at the 1st class transport passage rate, less 2*s.* 6*d.* a day for the voyage period, this reduction representing the difference in value between 1st and 2nd class messing. Such employees are to be shown on all official documents, and particularly on Board of Trade forms rendered to the master, as "Payment passenger (nurse—or governess—of.....)." The employer should be warned that the employee should sign only a 2nd class mess certificate.

(*b*) If the families of officers not entitled to passage for a children's nurse or governess proceed by *freightship or packet vessels*, the arrangements for and payment of the cost of the passages of the nurses or governesses will be made by the officers concerned with the shipping company direct. In order, however, to safeguard as far as possible, the passage of such employees in the same vessels as officers' families, mention should be made of these requirements in applications for passages for families, so that the authority requisitioning passage from the shipping companies may warn the shipping companies accordingly.

(*c*) Officers posted from the home establishment to commands abroad before 22nd September, 1933, who were provided with entitled passages for children's nurses or governesses, remain entitled to the provision of passages for such employees until the families arrive home again, provided that at the time of embarkation the families still include children under 10 years of age.

6. In transports, when an arrangement has been made between a first-class passenger and a woman travelling in the third-class for the employment of the latter as a family nurse during the voyage, and the arrangement contemplates the employee taking her meals with the child in the first-class saloon, the difference between the second-class and third-class messing rates will be paid by the employer. (*See* para. **3121,** clause 4.)

3119. Passages for Airmen.—1. Passages are granted to airmen—

(*a*) when moving on duty to, from, or between stations abroad;

(*b*) when sent to the United Kingdom from abroad on the recommendation of a medical board;

(*c*) when sent to the United Kingdom to accompany their families invalided on the recommendation of a medical board, and when rejoining the unit abroad;

(*d*) in connection with discharge or transfer to the reserve, etc., as prescribed in para. **3024**;

(*e*) when the wife of an airman dies at a station abroad, leaving children whom it is considered necessary to send home, the air or other officer commanding may at his discretion grant to the airman passage to the United Kingdom to enable him to take them home and make arrangements for their custody. If necessary, passage back to his station abroad may be provided for the airman.

2. An airman serving abroad who, not having a statutory right to discharge under Section 81 of the Air Force Act, is permitted to take his discharge by purchase is not entitled to a passage at the public expense (*see* para. **639**).

3. As regards procedure for providing passages for airmen granted leave to the United Kingdom while serving abroad, *see* para. **1405.**

Digitized by Google

3119A. Passages for Airmen's Families.—1. Subject to clause 1A, a passage may be granted to the family (as defined in para. **3028**) of an airman eligible for family allowance when—

(*a*) accompanying him on permanent change of station, except when he is proceeding on active service or to a station to which passages for families are not allowed (*see* clause 8);

(*b*) sent to the United Kingdom apart from the airman when he is proceeding on active service or posted to a station to which passages for families are not allowed, subject to the sanction of the Air Council in each case;

(*c*) proceeding from the United Kingdom to rejoin the airman after separation under sub-clause (*a*) or (*b*);

(*d*) sent to the United Kingdom on the recommendation of a medical board (in which circumstances a passage may be granted for a skilled nursing attendant if, in the opinion of the board, such an attendant is indispensable in addition to members of the family entitled to passage) and when returning to rejoin the airman, if the Air Council specially authorises such return;

(*e*) joining the airman on becoming eligible for family allowance;

(*f*) accompanying the airman on or after his discharge or transfer to the reserve; to the United Kingdom or to any other country to which the airman is authorised to proceed at public cost; provided that, if the airman's passage is granted subsequent to discharge or transfer to the reserve abroad under para. **3024**, clause 5, only those individuals entitled at the time of his discharge or transfer to the reserve will be eligible;

(*g*) the airman dies or becomes of unsound mind while serving abroad, to the United Kingdom or, provided that the cost is not greater, to the place of domicile of the airman or of his wife at the time of her marriage to him;

(*h*) proceeding to the United Kingdom when the airman has deserted, or has been imprisoned or placed under detention for a period of 6 months or more, or has been discharged and committed to a civil prison;

(*j*) on account of misconduct by the wife, the rate of family allowance has been reduced under para. **3349**, clause 5, to the United Kingdom or, provided that the cost is not greater, to the place of her domicile at the time of her marriage to the airman. Passage to rejoin the airman on the re-issue of full family allowance is not allowed;

(*k*) the wife dies or becomes of unsound mind whilst with the airman at a station abroad, to the United Kingdom, or, provided that the cost is not greater, to the place of domicile of the airman or of his wife at the time of her marriage to him.

1A. Passages to rejoin or join an airman will not be provided under clause 1 (*c*), (*d*) or (*e*) if, within the current trooping season, the airman is due to return to the United Kingdom or to proceed to a station to which passages for families are not allowed.

2. Airmen's children, step-children and legally adopted children, over age, who were originally sent to a station abroad at the public expense may proceed with the family until the family arrives home again.

Digitized by Google

2A. If the wife of an airman eligible for family allowance dies during his tour of duty abroad, and passage for his family has not been granted under clause 1 (*k*), the members of his family (as defined in para. 3028—including any over-age children sent abroad at the public expense) will continue to be eligible for passage as if under clause 1 (*a*), (*b*), (*d*), (*f*), (*g*) or (*h*), or clause 2, until they arrive in the United Kingdom.

3. (*a*) If the family or any member of the family of an airman is prevented from embarking by reason of being found temporarily medically unfit to embark or by reason of the wife being within three months of her approaching confinement, passages to rejoin the airman may be granted when the family (or member) is fit to embark, in the manner considered suitable by the Air Council.

(*b*) If the family or any member of the family of an airman ordered to a station abroad is medically unfit to reside at such station, passage may be deferred for the family as a whole or for the member who is unfit until the regulated medical authority is satisfied that the family (or member) is fit to proceed abroad, when passage may be granted.

(*c*) Passages to enable the family to rejoin the airman under sub-clauses (*a*) and (*b*) will not be granted if the airman is due to return home in the same trooping season as the family is found fit to embark.

4. (*a*) If an airman entitled to passage for his family has elected for his family not to join or rejoin him when passage has been offered, and subsequently reverses his decision, consideration will be given to a request for the provision of passage by public vessel, provided that—

(i) the airman is not due to return to the home establishment during the current trooping season,

(ii) passages in transports have not been wasted by the deferment of passages for the family, and

(iii) the family is still entitled to the issue of family allowance.

(*b*) An airman who elects to send his family home from an oversea station before it is entitled to passage to the United Kingdom under clause 1, must do so at his own expense. When an airman's family has returned to the United Kingdom other than at public expense, passage to rejoin him will be a matter of private arrangement. If he has been posted to a station more distant from the United Kingdom than the one where the family left him, consideration will be given by the Air Ministry to a claim for refund of expenses actually incurred on the outward passage, up to but not exceeding the amount which it would have cost to provide passage for the family if it had accompanied the airman from the old to the new station. Alternatively, an outward passage may be granted to the family under official arrangements subject to recovery where the cost of such a journey exceeds the cost of an officially booked journey from the old to the new station. (If passage would have been by transport, the refund will be limited to messing money for the voyage period.)

5. Except as provided in clauses 3 and 4 or in special cases authorised by the Air Council, the family of an airman which does not embark when a passage is offered will forfeit entitlement to passage.

6. The family of an airman ineligible for family allowance but with him at a station abroad may be granted a passage to the United Kingdom, or, provided that the cost is not greater, to the place of domicile of the

Digitized by Google

airman or of his wife at the time of the marriage, if the air or other officer commanding the station is satisfied that the airman or family would not be able to meet the cost without excessive hardship, when—

(*a*) the airman dies or becomes of unsound mind,

(*b*) is sent to the United Kingdom for discharge or transfer to the reserve, or

(*c*) is sent to the United Kingdom on the recommendation of a medical board, and there are grounds for anticipating that he will be discharged from the service.

Passage to the United Kingdom may also be granted to the family when, owing to the exigencies of the service, families have to be evacuated from the command or station in which the airman is serving.

7. An outward passage by public vessel, and land expenses from the port of disembarkation abroad, including conveyance of the weight of baggage allowed for an airman's wife, will be granted for the intended wife of an airman serving abroad who has obtained permission for her to join him and who will become eligible for family allowance. Passage will not be provided if, within the current trooping season, the airman is due to return to the United Kingdom or to proceed to a station to which passages for families are not allowed. Land expenses to the port of embarkation will not be admissible. If the marriage does not take place, the cost of the outward and return passages may be recovered from the airman.

8. Passages will not be provided for the families of airmen posted to—

(*a*) headquarters units in an aircraft carrier or a flight of the Fleet Air Arm (with the exception of those permanently allocated to the Mediterranean Command);

(*b*) Iraq*;

(*c*) Sudan*;

(*d*) Aden (except when public married quarters are available)*;

(*e*) Trans-Jordan (except when public married quarters are available)*;

(*f*) Egypt, for flying training.

3120. Money Allowance in lieu of Passage.—1. The circumstances in which, and the extent to which, money allowances may be paid to officers and airmen in respect of passages arranged privately are set out in para. **909A.**

2. Reimbursement of cost of passages will not be made where a family returns to the British Islands for private reasons, even though the officer or airman concerned is, subsequent to the embarkation of the family, posted to another command and the public would have incurred liability for the return passage.

3121. Messing—Entitled Passengers.—1. Officers, members of the nursing service, and all second and third class passengers, will be messed free. Officers, other than those commissioned from warrant rank and medical quartermasters, will be required to pay the full cost of the messing

* *See also* A.M.O. A.314/34.

Digitized by Google

of their families, except that the messing contributions in respect of the family of an officer of the rank of squadron leader or below will be limited to a maximum charge of 17*s.* 6*d.* a day.

2. Messing charges, where payable, will always be recovered before embarkation from individuals travelling by packet, freightship, or transport except as stated in clause 4. The total amount due from each passenger will be assessed on the probable duration of the voyage (the day of embarkation and the day of disembarkation being counted together as one day) and collected by the Air Ministry for passages from home; for passages from commands abroad, collection will be made under regulations to be laid down by the air or other officer commanding the command concerned. No readjustment will be made should the voyage be longer or shorter than anticipated. Individuals travelling in H.M. ships will be required to pay the amount due, to the naval paymaster on board before disembarkation.

3. Officers and airmen will be required to pay on board for the actual quantities of wine, beer, or other extras which they or their families may consume, except extras furnished to officers and airmen under medical treatment for wounds received in action or injury received in a flying accident while on duty, or ordered at the instance of the ship's medical officer.

4. When an arrangement for employment of a nurse for the period of the voyage of a transport (*see* para. **3118,** clause 6) is entered into prior to sailing, payment will be made to the embarkation officer; if made subsequent to sailing, to the O.C. troops on board.

3122. Messing—Indulgence Passengers.—Passengers granted indulgence passages will be required to pay messing charges, and for any extras supplied on board. Messing charges will invariably be assessed at the appropriate rates (depending on the class of messing provided) laid down in A.M.Os. from time to time for R.A.F. personnel and their families, and no reduction will be allowed on account of the rank or the grade of the passenger. The amount payable will be based on the voyage period, which will include both the day of embarkation and the day of disembarkation unless it is definitely known that a dinner meal will not be taken on board on the day of embarkation. Recovery of messing charges will be effected before indulgence passengers are permitted to embark.

3123. Messing—To and from India.—Payment for messing and rations, by air force passengers proceeding to and from India, is governed by the Passage Regulations, India.

3124. Messing Charges—Rates.—Messing charges recoverable from passengers not entitled to free messing will be at the rates laid down in A.M.Os. from time to time.

Section VI.—Conveyance of Furniture and Baggage.

3128. Removal of Furniture—Officers.—1. A married officer (as defined in para. **3237**) may be allowed conveyance of furniture not exceeding the regulated quantity (*see* clause 4) in the following circum-

Digitized by Google

stances, provided that the duration of his stay at the place to which the furniture is conveyed is likely to exceed 6 months:—

(*a*) On permanent change of station in Great Britain and Northern Ireland—from the old to the new station.

(*b*) When conveyance is granted under para. **3014A,** clause 1, to an officer rejoining for permanent employment from half-pay, the retired list or the reserve—from his residence in the United Kingdom to the station to which he is ordered to report.

(*c*) On change of station at home on temporary duty, and on proceeding on a long course of instruction at home, if the family accompanies the officer at the public expense under para. **3027,** clause 2 (*b*)—from the permanent station to the temporary station, or to the place where the course is held, and thence to the permanent station on completion of the temporary duty or course.

(*d*) On appointment to the Fleet Air Arm at home and on subsequent change of permanent shore base—from the old station at home to the permanent shore base and from the old to the new permanent shore base respectively (*see also* clause 2A).

2. Conveyance of furniture within the regulated limits may also be allowed as from the officer's last station in Great Britain or Northern Ireland to a selected place of residence at home to which the family is conveyed at public expense and at which the family is likely to remain for more than 6 months when—

(*a*) the family is left at home, or is sent home from abroad, on the officer being ordered to a station to which families are not permitted by the Air Council to proceed, or to a station at which the regulated medical authority is satisfied that residence would, for climatic reasons, be likely to involve danger to the health of the family, or when the family is sent home from abroad when the officer proceeds on active service;

(*b*) the family is invalided home from abroad.

Conveyance of the furniture will also be allowed from the selected place of residence to the station at home at which the family rejoins the officer, or, if the family rejoins the officer at a station abroad, to the station to which the officer is posted (other than supernumerary) on his return to the home establishment.

2A. Conveyance of furniture within the regulated limits may be allowed as from the officer's last station in Great Britain and Northern Ireland to a selected place of residence at home to which the family is conveyed at the public expense when the officer is appointed to the Fleet Air Arm at home and at which the family is likely to remain for more than six months. Except on change of permanent shore base, conveyance of furniture from the selected place of residence will not be allowed while the officer is still serving with the Fleet Air Arm, but such conveyance will be allowed to the station at home at which the family rejoins the officer or, if the family rejoins the officer at a station abroad, to the station to which the officer is posted (other than supernumerary) on his return to the home establishment.

Digitized by Google

3. No expense for the removal of furniture to, from and between stations abroad* or to store as a result of an overseas posting will be borne by public funds. When, however, an officer returns from a tour of duty abroad he may be allowed the cost, as regulated in clause 4, of the direct removal of his furniture (within the entitled quantity) from store in the vicinity of the station from which he proceeded abroad to his new station at home, provided he was a married officer (as defined in para. 8237) when he embarked for service abroad, and the furniture has not been conveyed at public expense to the selected place of residence of the family under clause 2.

4. (*a*) Except as provided in sub-clause (*b*) the following quantities of furniture may be conveyed at public expense:—

Air officers	4	van-loads, each of 600 cu. ft. capacity.
Group captains and wing commanders	3	,, ,, ,, ,,
Other officers	2	,, ,, ,, ,,

(*b*) The quantities in sub-clause (*a*) will be reduced to one van-load when an officer moves from one furnished government quarter to another furnished government quarter but the officer will have a reserved entitlement to conveyance of the full quantity of furniture if, on a subsequent posting entitling him to conveyance of furniture under clause 1, he proceeds to a station where he is placed on the lodging list. Accordingly on those occasions when an officer is posted from a station at which he is on the lodging list to a station at which he is required to occupy a furnished government quarter, public funds will bear the cost of removal of any unrequired balance of his furniture (within the prescribed limits) to store within the proximity of his new station. Expenses for more than one removal will not be admitted in connection with any one posting.

(*c*) Conveyance of furniture may be carried out under service or private arrangements as the officer may prefer. Under service arrangements it will be conveyed either by service M.T. or by rail on a carrier's note (Form 1486) as may be most economical or convenient to the public. When the officer makes arrangements and the furniture is to be removed by contractors, three competitive tenders *must* be obtained (where the distance of transfer is 60 miles or more the local railway company should be invited to tender but if the railway company decline the invitation all three tenders should be obtained from road contractors). Payment will be restricted to the amount of the lowest tender, save for good reasons to the contrary, and may be subject to reduction should the officer omit to obtain the necessary three tenders. The tenders should be subject to the conditions under which removals are ordinarily undertaken by contractors, and are not to cover special services, e.g. the taking down or putting up of fixtures, relaying or fitting of floor coverings, for which separate arrangements should be made. The number of van-loads (the capacity of a van-load is taken as 600 cubic feet) to be removed is to be estimated in the tenders *and shown in the removal account.* It is the duty of every officer

* As exceptions to this rule, removal of furniture at public expense may be allowed to—

(*a*) air attachés;

(*b*) air liaison officers in Iraq when transferred from one district to another within that command.

Digitized by Google

whose furniture and effects are to be removed at public expense to secure the most economical terms possible by ensuring that the three tenders are strictly competitive in that the terms of any one tender are not communicated to another firm that has been invited to tender.

5. Any expense incurred for the storage or insurance of furniture will not be recoverable.

3129. Scale of Baggage Allowed—Officers, Officers' Families, Members of P.M.R.A.F.N.S. and Officers' Civilian Servants.—1. When entitled to conveyance at public expense by land or sea, conveyance of baggage within the maximum scales shown in the following tables will be allowed:—

(a) Moves between Home Stations.

1.	2.	3.	4.	5.
Rank.	Officer.		Wife.*	Each child.*
	On permanent change of station.	On temporary change of station when travelling allowance is not issuable at the temporary station.		
	cwt.	*cwt.*	*cwt.*	*cwt.*
Air officer	10	7½	6	1
Group captain and wing commander	7½	6½	6	1
Other officers	5	5	6	1
Member of P.M.R.A.F.N.S.	5	5	–	–
Civilian servant	Quantity carried free by rail.		–	–

(b) On Permanent Change of Station. Moves to, from or between Stations Abroad (other than India)†.

1.	2.	3.	4.	5.	6.	7.
Rank.	By rail.			By sea.		
	Officer.	Wife.*	Each child.*	Officer.	Wife.	Each child.
	cwt.	*cwt.*	*cwt.*	*cu. ft.*	*cu. ft.*	*cu. ft.*
Air officer	12	12	2	100	100	10
Group captain and wing commander	9	12	2	75	100	10
Other officers	6	12	2	50	100	10
Member of P.M.R.A.F.N.S. ..	6	–	–	50	–	–
Civilian servant granted passage under para. **3118.**	Quantity carried free by rail.			16	–	–

* No expenses are recoverable in respect of labour, etc., in docks, or for land or coastwise conveyance of baggage of civilian servants or of families of married officers not covered by para. **3237.**

† As regards quantities of baggage for movements to or from India, *see* the Passage Regulations, India, and for active service baggage entitlement, *see* para. **3137.**

Digitized by Google

2. (*a*) For a period of temporary duty during which travelling allowance is issuable to an officer at the temporary duty station, baggage up to 1 cwt. may be allowed at home.

(*b*) The weights to be allowed for journeys on temporary duty, within or between commands abroad, will be at the discretion of the air or other officer commanding within the limits laid down in column 3 of table (*a*) above.

3. The allowances laid down in columns 4 and 5 of table (*a*) will be granted to families entitled to conveyance under para. **3027,** clause 2 (*b*); appropriate allowances under table (*b*) will be granted for that portion of the journey for which personal conveyance is admissible under para. **3027,** clause 2 (*d*).

4. When officers and their families are granted 2nd class passages under paras. **3108,** clause 2 (*h*) and (*j*), and **3112,** clause 2, they will not be entitled to sea conveyance of baggage in excess of the quantity which the shipping company is prepared to carry free of charge.

5. An officer who, on the recommendation of a medical board, is granted a passage under para. **3108,** clause 2 (*c*), and is entitled to travelling expenses under para. **3018,** clause 5, may be allowed conveyance of baggage within the quantity laid down in table (*b*), column 2. Families sent home on the recommendation of a medical board will be allowed conveyance of baggage within the appropriate quantity laid down in clause 1, table (*b*).

6. An officer who is a widower may be allowed double the quantities for children conveyed at public expense.

7. When an officer proceeds between stations at home or to or from or between stations abroad in advance of his family, he may, at the discretion of the Air Council when he proceeds from a station at home to a station abroad, and in all other cases at that of the air or other officer commanding the station from which he proceeds, be allowed conveyance of part of his family baggage in addition to his personal entitlement, provided that the baggage conveyed with the family when it proceeds to join him is correspondingly reduced and that the redistribution of the baggage involves no extra cost to the public. Subject to the approval of the air or other officer commanding at the station from which the family proceeds home, and on condition that no extra cost to the public is thereby incurred, a similar redistribution of baggage may be allowed when the family of an officer serving abroad is sent home on the recommendation of a medical board, whether or not the officer accompanies his family as an attendant. An officer who desires to take advantage of these provisions must apply in advance through the usual channels to the Air Ministry or to the air or other officer commanding concerned, as the case may be, stating the weight of the portion of the family baggage to be conveyed.

8. An officer who, whilst on leave from a station abroad, retires, is transferred to the reserve, is placed on the half-pay list, or is posted to another station, and has left baggage at his old station, may be granted conveyance of his baggage within the appropriate scale in clause 1 from his old station to the port of disembarkation if he is on half-pay or has retired, or to the new station if he has been posted to the home establish-

Digitized by Google

ment. Dock and landing charges will be admissible. Arrangements for the conveyance of small baggage will be made by the command in which the officer last served abroad, but if the officer makes his own arrangements he may claim a refund of the expense that would have been incurred had the baggage been conveyed under service arrangements.

3130. *Deleted.*

3131. Scale of Baggage Allowed—Airmen and Families.—1. An airman entitled to free travelling will, except as provided for in clause 4 and in para. **3137,** be allowed free conveyance of personal baggage within the following maximum scale:—

On permanent change of station.	*By rail.*	*By sea.*
Warrant officers	3½ cwt.	28 cu. ft.
Warrant officers, 2nd class	2½ ,,	20 ,,
Flight sergeants and sergeants	1½ ,,	12 ,,
Corporals, aircraftmen, apprentices and boy entrants	½ ,,	4 ,,
On temporary duty.		
All warrant officers and other airmen—not exceeding	½ ,,	4 ,,

An airman will be allowed an additional 20 lb. when necessarily conveying flying clothing issued to him under para. **2528,** clause 3.

2. The families (as defined in para. **3028,** clause 1) of airmen eligible for family allowance, when entitled to free travelling, will be allowed conveyance of the following quantities of baggage:—

	By rail.	*By sea.*
Wife	2 cwt.	16 cu. ft.
Each child	½ ,,	4 ,,

3. The families (as defined in para. **3028,** clause 1) of airmen ineligible for family allowance will be allowed conveyance of the quantities stated in clause 2 when moved in the circumstances detailed in para. **3028,** clause 7 (*a*), (*b*) and (*d*).

4. An airman, on discharge or transfer to the reserve, is not entitled to any expenses for the conveyance of baggage, but the family of an airman may be allowed conveyance, when travelling to the selected place of residence in the United Kingdom, of baggage at the scale laid down in clause 2, subject, in the case of an airman ineligible for family allowance, to recovery, if possible, of cost from the airman's gratuity, if any is due.

3132. Computation of Baggage Weight.—1. The quantities of baggage allowed in paras. **3129** to **3131** include the weight carried free by the railway and shipping companies, and this amount must therefore be deducted in assessing the quantities to be paid for by the public.

2. The weights carried free by railway companies in Great Britain and Northern Ireland in respect of passengers travelling on warrant (Form 413) are one cwt. for each first class passenger and 56 lb. for each other person. No free allowance is given for children under 3 years of age.

Digitized by Google

3. On continental and other foreign railways varying quantities are carried free, although some do not allow any free quantities. The free allowance, if any, will be stated in the movement orders relating to journeys through foreign countries.

3133. Method of Conveyance at Home.—1. (*a*) Apart from the quantities carried free for each passenger by passenger train (*see* para. **3132**, clause 2) and those specially provided for in clause 2, the normal method of conveying entitled baggage from one point to another at public expense is by merchandise (goods) train on a baggage consignment note (Form 1487) or carrier's note (Form 1486).

(*b*) Form 1487 will be issued only when the passenger travels on warrant by rail between the same points as the baggage is to be conveyed.

(*c*) Form 1486 will be issued when conveyance of baggage at public expense is admissible but Form 1487 is not issuable, e.g.—

(i) When the individual travels by rail on warrant from and to points other than those between which the baggage is to be conveyed.

(ii) When the individual travels by road or air in government transport or aircraft.

(iii) When baggage is despatched from a unit (or the vicinity of a unit) to a port other than that at which the owner is due to embark.

(iv) When an officer's baggage is sent from a port of disembarkation to Uxbridge and thence to his new unit under para. **3140.**

(*d*) When the issue of Form 1486 or 1487 is not permissible, e.g. when a journey is made by road in a privately-owned motor vehicle or aircraft in lieu of by rail or when baggage is despatched from or to store or a leave address not in the vicinity of the old or new unit, charges (at the full public rate) will be payable by the owner of the baggage. (*See also* clause 3.)

2. (*a*) An officer or member of the Princess Mary's R.A.F. Nursing Service who travels by rail in 3rd class accommodation under para. **3052** is allowed conveyance of 56 lb. of baggage by passenger train in addition to the 56 lb. carried free by the railway company; the excess will be authorised on the relative railway warrant (Form 413).

(*b*) When a detached officer proceeds by rail from one station to another without an interval of leave, the A.O.C. may, in special cases where he considers it necessary, approve a small quantity of baggage in excess of 112 lb. to be taken by passenger train; the excess will be authorised on the relative railway warrant (Form 413).

(*c*) Conveyance by passenger train of a considerable weight of baggage will be approved by an A.O.C. only in very exceptional circumstances, e.g. when embarkation orders are issued too late to permit of the delivery of baggage by goods train to the port at which the vessel nominated to receive it is loading. The reference number of the special authority and a brief note of the exceptional circumstances will be inserted in the relative Form 413, 1486 or 1487 concerned.

3. Where private arrangements are made for the conveyance of baggage, either because the individual is not entitled to such conveyance on one of the forms previously mentioned or elects to make his own

Digitized by Google

arrangements, refund of the expenses incurred will be limited to the amount which would have been incurred if conveyance had been arranged by the service by merchandise train for the weight actually conveyed, or the regulated weight, whichever is the less, for the distance for which conveyance is permissible.

4. Form 1487 will be prepared in quadruplicate, each set of four copies bearing one serial number. The *original* copy will be handed to the railway company with the baggage, and will be presented by the company to the Air Ministry for payment of the carriage charges for which the public is liable. The *duplicate* copy will also be handed to the railway company, by whom it will be retained for record purposes. The *triplicate* copy will be forwarded, when necessary, to the consignee as advice note and will be retained by the consignee. The *quadruplicate* copy will be retained as office copy. (As regards preparation, etc., of Form 1486, *see* para. **2463**.)

5. The baggage note should be prepared by carbon process with ink, indelible pencil, or typewriter (preferably in ink or typewritten).

6. Whenever possible, the signature of the owner of the baggage should appear in the space provided on the form; if this signature cannot be procured, the space should be crossed through and initialled by the issuing officer.

7. Separate sections are provided for baggage to be forwarded by merchandise (goods) train, and by passenger train, and the section not required must be struck out.

8. The entitlement—after the deduction of the free allowance referred to in para. **3132** or the quantity which is authorised to accompany the passenger under clause 2 has been made—should be clearly inserted, and any weight carried in excess of this must be paid for by the owner of the baggage *in advance* to the railway company, whose official receipt for the amount so paid should be obtained and retained by the owner of the baggage.

9. Any charge for services performed, other than those specified on the form, or extra expense incurred owing to alteration in route or mode of conveyance at the request of the owner of the baggage, which is not deemed necessary to the movement, must be borne by the owner of the baggage. If the baggage is conveyed by a carrier other than a railway company or its agent, the expense must be paid in advance, and any claim for refund of all or part of such expenditure must be supported by receipts and an explanation of the circumstances in which it was not possible to despatch the baggage by rail on Form 1486 or 1487.

10. Refund of expenses (*a*) for carriage of baggage owing to Form 1486 or 1487 not having been obtained, or (*b*) when collection, conveyance or delivery could be performed by a railway company, but is done by other means, or (*c*) for carriage arranged by individuals in accordance with clause 3, will be limited to an amount not exceeding the cost at government rates. No refund will be admissible in respect of baggage conveyed in a privately-owned motor vehicle or aircraft.

11. The baggage of parties of airmen, and their families travelling with them, will be consigned on a carrier's note (Form 1486—for directions as to preparation, &c., *see* para. **2463**) made out to cover

Digitized by Google

the actual weight consigned, up to a weight not exceeding that to which the party is entitled to conveyance. It should be stated on the back of the relative carrier's note (original copy) what numbers are conveyed and how the weight is arrived at.

12. Articles such as privately-owned bicycles, motor cars, motor cycles, perambulators, &c., for which the railway companies at home make special charges are not regarded as baggage for the purpose of free conveyance, nor will charges on such articles be recoverable.

3134. Charges Admissible for Conveyance.—1. The personal kit, etc., carried by officers and airmen travelling on duty is exempt from certain dock dues or tolls in Great Britain and Northern Ireland as laid down in para. **908.** Dock dues on the basis of 75 per cent. of the tariff charges are payable on heavy baggage on embarkation and disembarkation, provided that such baggage actually passes over the quays of the dock or harbour company concerned. Charges for labour services performed by the dock company's servants and any expenses for examination of baggage at the custom house are also payable and may be charged against public funds on the entitled weight of baggage. Such charges are also admissible in connection with the entitled baggage of the families of married officers (as defined in para. **3237**) and of families of airmen eligible for family allowance when entitled to personal conveyance and conveyance of baggage by land.

2. Charges for agency on embarkation or disembarkation are allowed only—

(*a*) when baggage, conveyed at the public expense, is necessarily sent in a ship in which the officer does not himself proceed;

(*b*) when the officer is unable, through air force duty or sickness, to look after his baggage; and

(*c*) to the extent to which they are covered by a saving of regulated travelling expenses and allowances.

3. Charges for warehousing are admissible only to the extent of any saving of the cost of conveyance of the regulated baggage, secured to the public by its being warehoused.

4. Except when a higher rate is admissible under para. **3133,** clause 2, the charge for the conveyance at home of the regulated weight of baggage of an officer or warrant officer travelling by rail will not exceed 3 and one-fifth pence a ton a mile, in addition to the ordinary charge for collection and delivery where this service is performed by the railway company. Consignments of officers' or airmen's baggage weighing three cwt. and under, will be paid for at the rates charged to the general public for small parcels; where the weight exceeds three cwt., and the charge at tonnage rates is less than the charge which would be payable for three cwt. at the " small parcels " scale, the railway company is entitled to charge as for three cwt. at the small parcels scale (*see* para. **2469,** clause 4 (*c*))

5. Except where baggage is conveyed under the authority of Form 413, 1486 or 1487, full public charges are payable to the railway company by the consignor.

3135. *Deleted.*

Digitized by Google

3136. Baggage of a Party and Unit Stores on Transfer from One Station to Another at Home.—Particulars of the arrangements and charges for conveyance of unit baggage, comprising personal baggage, arms, ammunition, stores, vehicles, etc., are contained in para. **2470.**

3137. Active Service—Baggage Allowance.—The weight of baggage which an officer is permitted to take when proceeding on active service abroad, is 155 lb. An airman is allowed only such kit as he carries with him.

3138. Disposal of Personal Effects of a Deceased Officer or Airman.—A reasonable quantity of the personal effects (including personal clothing) of a deceased officer or airman, reserved for transmission to relatives by the committee of adjustment appointed under para. **2603,** may be forwarded at public expense, except where the relatives administer the estate of an officer or airman dying at a home station. Should it be considered advisable, and be possible, to insure articles of special value whilst in transit, the consent of the relatives must first be obtained to the bearing by them or by the estate of any insurance charges and special transport rates that may be incurred. It should be made clear to the relatives that articles on which carriage charges are exceptionally heavy, e.g. motor cars, motor cycles, large wireless receivers, etc., cannot be forwarded at public expense and that all transit and insurance charges on such property must be met by them or borne by the estate. The procedure laid down in para. **1050,** clause 4, for labelling should be followed where appropriate.

3139. Insurance.—No liability against public funds will be accepted for loss and/or damage to articles comprising personal baggage when in transit. If the owner of the baggage desires to cover this risk, insurance should be taken out. Any question of loss and/or damage must be settled between the owner of the baggage and the carrier or insurance company. (*See also* Chapter XXXIII.)

3140. Disposal of Heavy Baggage of Officers and Nursing Members Returning from Abroad on Posting to Home Establishment—1. The quantity of baggage referred to in this para. will not exceed the scale laid down in para. **3129,** less such amounts as are deducted under para. **3132** (for individuals returning from Iraq by the Nairn Transport Company's service the deduction will be 2 cwt.).

2. The baggage of officers and members of the nursing service returning from commands abroad on posting to home establishment will, in the absence of other instructions from the owner, be despatched at public expense direct from the port of disembarkation to the new unit at home, if that unit is known at the time the baggage is discharged. If the new unit is not then known, the baggage may, if the owner so desires, be sent to No. 1 R.A.F. Depôt, Uxbridge, for storage. It will be forwarded there at public expense from the port of discharge, and from Uxbridge to the new unit as soon as postings are promulgated. (In each case Form 1486 will be used to cover conveyance. If the baggage is not so conveyed, refund of expenses incurred in connection with its conveyance will be limited to the rate laid down in para. **3134,** clause 4, up to an amount not exceeding the cost of conveyance direct from the port of disembarkation to the new unit.)

Digitized by Google

3. (*a*) Baggage required to be stored at Uxbridge must be addressed to No. 1 R.A.F. Depôt, bear the name of the owner, and be marked "For Storage."

(*b*) The owners must notify No. 1 R.A.F. Depôt of their addresses immediately on arrival in the United Kingdom. Such notification will not be delayed until the new unit at home is known.

(*c*) When the baggage is sent home in a cargo vessel, or is shipped unaccompanied in a transport, the instructions in para. **2500** or para. **1050,** clause 4, regarding the completion and forwarding of Forms 757, Customs and Excise Notice No. 2B and Form C. No. 104, and any necessary keys to the R.A.F. port officers concerned, will be strictly complied with.

(*d*) If, on arrival of baggage at Uxbridge, any charges need to be paid to the carrier (e.g. on account of discrepancy in weight, or through agents having forwarded without prepayment of all charges) the amounts involved will be paid from public funds by the accountant officer, No. 1 R.A.F. Depôt, and recovered from the owners of the baggage. The acceptance of this condition (which does not prejudice a claim being made for refund of such amounts as are allowable under the regulations governing entitlement to conveyance of baggage at public expense) by the owners of baggage sent to the Depôt for storage, is implicit.

(*e*) Ammunition, matches, and inflammable or otherwise dangerous articles must in no circumstances be included in baggage sent to No. 1 R.A.F. Depôt for storage.

4. Indulgence baggage, or baggage carried in excess of entitlement, cannot be accepted for storage at No. 1 R.A.F. Depôt.

5. No charge will be accepted against public funds for conveyance of baggage required to be taken out of store at No. 1 R.A.F. Depôt before the owner joins a new unit at home.

6. *See* Chapter XXXIII as to compensation for losses and as to the advisability of insurance, and para. **3016** as to expenses in connection with travelling to a new unit on return to home establishment.

3141. Baggage on Change of Station While on Leave—1. Officers and airmen ordered to a new station while on leave will be allowed the actual cost (not exceeding the amount payable at government rates) of conveyance of their baggage, and that of their families, if entitled, up to the regulated amount from the old to the new station. If the baggage has been left at the old station, it may be despatched under the arrangements referred to in para. **3133,** clause 1 (*c*).

2. Officers placed on half-pay, or on retired pay, when on leave from a station abroad, will be allowed conveyance of baggage which may have been left at their old station, up to the amount allowed under para. **3129.** Dock and landing charges on disembarkation will also be allowed, but any expenses incurred in moving the baggage from the ship's side to the railway station, and its conveyance by rail to the officer's residence, will not be admissible.

3. If sea freight is required under clauses 1 and 2, advantage will be taken, if possible, of accommodation in transports or other government vessels.

Digitized by Google

Section VII.—Recovery of Travelling Expenses and Allowances.

3149. Advances to Meet Expenses—1. Under the written authority of the C.O. of a unit, an officer may be paid, by the accountant officer, an advance to meet travelling expenses when the estimated recoverable expenses exceed £5. Due account will be taken of the fact that the officer may be provided with public accommodation or rations.

2. An advance may be made to an airman up to the estimated recoverable amount. When airmen are accompanied by an officer, the advance for their travelling expenses will be made to the officer.

3. *See* para. **2905** as to responsibility for obtaining a travelling claim from the officer or airman, and for recovering any unexpended balance of the advance.

3150. Travelling Claims—How Rendered—1. Travelling claims will be rendered on Form 1771 as follows:—

(*a*) For an officer serving at the Air Ministry—to the Air Ministry branch dealing with travelling claims.

(*b*) For other officers, and airmen—to the accountant officer of the permanent unit to which they belong at the time of the completion of the journey to which the claim relates, except as provided for in paras. **3152, 3153, 3154** and **3155.**

2. Principal chaplains at home, who incur expenses in visiting stations under their spiritual charge, will refer their claims monthly to the Air Ministry for approval by the Air Member for Personnel.

3. Travelling claims will be supported as required by para. **3159** and will be presented for payment as soon as possible after the completion of the journey to which they relate.

3151. Journeys by Air.—Advances of Cash.—1. When an officer or airman is ordered to make a journey by air, he may apply to his C.O. for an advance of cash to meet possible contingencies during the journey.

2. A C.O., in deciding whether to approve the advance and in arriving at the amount thereof, will be guided by the following:—

(*a*) Normally an advance will not be made at home for a journey entirely overland.

(*b*) The purpose of the journey and the circumstances in which it is to be undertaken will be fully considered before the advance is approved. The possibility of obtaining a further advance at a stopping place *en route* should be borne in mind.

(*c*) The advance will include provision for meeting such contingencies as sleeping accommodation, replenishment of petrol, payment for labour in handling the aircraft, small purchases for repairs, &c., when these items cannot be provided from service sources.

3. The amount of the advance will not exceed £5, or its equivalent in local currency, if the journey is not expected to exceed 24 hours in duration, and if there is only one occupant of the aircraft. If the journey is expected to exceed 24 hours in duration, and/or there will be more

Digitized by Google

than one person travelling, the amount of the advance may be increased by £5 for every additional twelve hours, and/or by £1 for each additional person to be carried, subject to a maximum of £25.

4. An advance will be made only to the senior officer or airman, as appropriate, travelling in the aircraft, who will be responsible for accounting for the advance.

5. The C.O. will give written authority to the accountant officer to make the advance, showing the circumstances in which it is made and the reasons for making it.

6. The accountant officer will issue the advance to the officer or airman concerned, and will be responsible for ensuring that it is duly accounted for under the procedure laid down in para. **3149.**

7. An officer or airman to whom an advance has been made will, as regards its expenditure, be governed by the general regulations for travelling expenses, so far as they may be applicable. He will not, unless the circumstances are exceptional, be entitled to claim as chargeable against the advance any item which is not in accordance with those regulations. Any exceptional expenditure not covered by regulation will be referred to the air or other officer commanding for approval before the claim is passed.

8. If the advance becomes a total or partial loss to the public, the question of write-off will be referred to the air or other officer commanding, who, if he considers the circumstances or regulations require it, will order a court of inquiry to be held. He will not sanction any write-off in excess of his powers as defined in Appendix VI.

9. A C.O. who approves an advance in circumstances which, in the opinion of the Air Council, do not warrant such a proceeding, will be liable for any loss to the public which may occur in consequence.

3152. Officers or Airmen Temporarily Attached to Units.—When an officer or airman is temporarily attached to a unit, any claim for travelling expenses arising out of the journey from his permanent unit, or for a journey during his service with his temporary unit, will be rendered to the accountant officer of the temporary unit, who will examine and pass it to the accountant officer of the permanent unit for payment. The claim for the return journey to the permanent unit will be rendered to the accountant officer of that unit.

3153. Expenses to and from Abroad.—Officers and airmen proceeding to, and returning from, abroad, otherwise than on temporary duty, will render their travelling claims as follows:—

(*a*) Outward journey not on a route.—To the accountant officer abroad for the whole journey, if the journey to the port of embarkation at home is not made on a route (Form 260), except for journeys to India, claims for which will be rendered as in (*b*) below.

(*b*) Outward journey on a route.—For the journey to the port of embarkation, as directed in para. **3160**: the claim for the rest of the journey will be rendered to the accountant officer abroad.

Digitized by Google

(*c*) Homeward journeys.—To the accountant officer at the station abroad in respect of the journey to the port of embarkation abroad (in order to avoid delay in settlement the claim should be posted at the first port of call). The claim for the rest of the journey will be rendered to the accountant officer of the new unit.

3154. Temporary Duty Abroad.—An officer proceeding abroad for less than 28 nights will render his claim to the accountant officer of the unit to which he belongs. If he is serving at the Air Ministry, the claim should be rendered to the Air Ministry branch concerned. It should be stated on the claim whether he was rationed, or accommodated, on any of the days for which travelling allowance is claimed. An officer abroad for a longer period than 28 nights will render his claim to the accountant officer of the headquarters of the command concerned, to whom also will be rendered the claims of officers returning home on duty for short periods from a station abroad.

3155. Special Missions.—An officer on a special mission will render his travelling claims as may be directed by the Air Ministry.

3156. Officers Attached or Seconded to the R.A.F.—The travelling expenses of naval or military officers attached to the R.A.F. (including those for the journey on joining) will be claimed and paid in the same manner as those of air force officers, except that, when rejoining the R.N. or Army, their claims will be rendered to, and dealt with by, the naval or military paymaster.

3157. *Deleted.*

3158. Claims relating to Civil Aviation, Meteorological or Experimental Services.—Claims made for the repayment of travelling or other expenditure incurred in connection with civil aviation, meteorological, or experimental and research services will be marked accordingly in red ink by the claimant, and will bear a short statement by him as to the particular duty on which he was engaged.

3159. Travelling Claims—How to be Supported.—1. In addition to any certificate or other document specifically required by regulations, travelling claims will be supported as follows:—

(*a*) For journeys in connection with embarkation—by the relative embarkation orders.

(*b*) For other journeys—by an adequate reference on the travelling claim to the pertinent casualty form or forms, or, when for a special reason a journey is not mentioned in a casualty form, by the approval of the air or other officer commanding.

2. Charges for any unusual expenditure will be supported by a statement of the circumstances which rendered such expenditure necessary. Claims for refund of railway fares and for charges for conveyance of baggage will be supported by a certificate from the unit from which the officer proceeded that no railway warrant and/or baggage consignment note was issued.

Digitized by Google

3. Receipted vouchers will be obtained, whenever practicable, for all miscellaneous expenditure, including cab fares, &c., of over 10s. (For cab hire it should be shown that the conditions specified in para. 3066, clause 1, were fulfilled.)

4. Distances travelled by road will be stated on the claim.

5. Claims by officers of the rank of group captain and above, and by officers of the rank of wing commander when in command of a station, are exempt from countersignature. Subject to this, claims by a C.O. of a unit will be countersigned by his superior C.O.: claims by other officers and by airmen will be countersigned by the accountant officer of their unit.

3160. Expenditure under Routes.—1. Expenditure incurred under routes will be claimed on the route (Form 260) and will be paid by the accountant officer of the unit to which the claimant reports, with the following exceptions:—

(*a*) When parties from more than one unit proceed under the same route, all claims will be paid by the accountant officer of the unit holding the route.

(*b*) When airmen travelling on a route are in charge of a conducting party, the return journey of the conducting party will be charged on the original route, and all charges on the route will be paid by the accountant officer of the unit to which the conducting party returns.

(*c*) When officers and/or airmen embark for service abroad, the charges in connection with their journey under route to the port of embarkation will be paid by the accountant officer of the unit from which the party proceeded.

2. The charges in the monthly cash account for journeys under route will be supported by the routes on which the expenditure has been incurred, and by receipted vouchers for all miscellaneous payments.

3161. Claims for Conveyance of Baggage.—1. Claims for the conveyance of baggage (*see* para. 3134) will be supported by vouchers, with separate sub-vouchers for "paid-on" charges. If these are not obtainable, a statement will be annexed, giving particulars of the services for which a charge is made, such as—

Railway charges for collection, conveyance, delivery.
Freight. (A separate voucher for this is necessary.)
Dock or Custom House charges for labour performed.
Dock or Custom House charges for tolls or duties.
Agency.
Warehousing.

2. Claims in connection with the conveyance of baggage will be adjusted in the same manner as other travelling charges.

3. Personnel engaged on ferrying duties will state on their travelling claims whether parachutes were carried in addition to personal luggage.

Digitized by Google

Section VIII.—Allowances and Travelling Expenses for Civilian Witnesses.

3171. When Admissible.—1. Travelling expenses and allowances as laid down in paras. **3172** to **3182** will normally be granted to a witness attending a court martial (including attendance necessary for taking a written summary of evidence), or court of inquiry, held solely upon the public service.

2. The expenses of and allowances for a witness in a personal dispute, or for the defence of an officer found guilty, will be admissible only when the president of the court or, for witnesses attending to take a written summary of evidence, the accused's C.O., certifies that the attendance of the witness was or is necessary for the defence, and the air or other officer commanding specially sanctions payment.

3. Expenses in connection with courts of inquiry regarding mess accounts or non-public funds will be admitted provided that the court was ordered by the A.O.C. and the president of the court certifies that such attendance was necessary.

4. Expenses incurred by any person required by the A.O.C. to attend in connection with the subsequent consideration of the case will also be allowed.

5. Travelling expenses and allowances will normally be claimed, certified by the president of the court or the accused's C.O., as appropriate, and passed to the appropriate accountant officer for payment, after the conclusion of the trial or inquiry; but where a material witness, whether for the prosecution or for the defence, is unable or unwilling to attend without payment in advance, the C.O. of the accused or the president of the court may authorise the advance of such a sum, within the limits sanctioned by this section, as is necessary to secure the attendance of the witness.

3172. Expenses Abroad.—At stations abroad, any tariff or established practice which exists for civil courts will be made the basis of settlement, and the claim will be certified by the president of the court as being in conformity therewith.

3173. Variation of Allowances.—1. The rates of allowances given in this section apply at home and should, in general, not be exceeded; but the president of the court, or the A.O.C. when witnesses attend to take a written summary of evidence, will have discretionary power to allow special rates if he considers that the circumstances justify exceptional treatment. He will certify claims as being just and reasonable.

2. The rates given in this section will be applied, as far as possible, to civilian witnesses attending courts of inquiry, but as their attendance is voluntary, the rate of payment (if any) may have to be made a matter of prior arrangement.

3174. Witnesses giving Professional Evidence.—1. Practising members of the legal and medical professions may be granted, for attending to give professional evidence, but not otherwise, an allowance not exceeding the following, subject to para. **3181**:—

Digitized by Google

(*a*) For attending to give evidence in the town or place where the witness resides or practises:—

If the witness attends to give evidence in one case only, not more than £1 11*s*. 6*d*. a day.

If the witness gives evidence on the same day in two or more separate and distinct cases, not more than three guineas.

(*b*) For attending to give evidence elsewhere than in any town or place where the witness resides or practises, whether in one or more cases, not more than three guineas a day.

2. In this regulation "town" means municipal borough or urban district, and "place" means within a radius of three miles from the court at which the witness attends to give evidence.

3175. Representatives of R.A.F. Agents.—Inclusive rates as follows are admissible for representatives, being the holders of managerial positions, head cashiers, &c., of the R.A.F. agents, when attending as witnesses:—

(*a*) First class railway fares, not including cost of sleeping accommodation which is covered by (*b*) below, and other expenses of locomotion as shown in Section III of this chapter.

(*b*) Allowance, if away from London (or the representative's business headquarters, if they are not in London) of £1 1*s*. for each complete period of 24 hours. For absences of less duration, and for absences in excess of a complete period of 24 hours—10*s*. 6*d*. for less than four hours and £1 1*s*. for four hours or more. If in London or the place where the representative's headquarters are, such sum, not exceeding 10*s*. 6*d*. a day, as may be authorised by the president of the court.

3176. Expert Witnesses and Interpreters.—Witnesses attending a court to give expert evidence, and interpreters, may be paid such allowances as the court may consider reasonable. Expert witnesses may, where necessary, be paid such an allowance as the court may consider reasonable, for qualifying to give evidence.

3177. Police Officers.—Police officers are entitled to allowances under the regulations of their own force, and a certificate by a responsible officer of such force as to the rates admissible may be accepted.

3178. Prison Warders.—When attending as witness or in charge of a prisoner produced to give evidence, a prison warder is entitled to allowances under the regulations of the Prison Department, and the certificate of the governor of the prison as to the rates admissible may be accepted. For a prisoner produced in the custody of warders, such sum of subsistence as the warders have been authorised to spend, and have actually expended on his behalf, may be admitted.

3179. Ordinary Witnesses.—1. Witnesses, other than as provided for in paras. **3174** to **3178,** will be granted, subject to clause 2 and to para. **3181,** allowances not exceeding 14*s*. for the day and 10*s*. for the

Digitized by Google

night, provided that in the undermentioned cases, the day allowance shall not exceed the following rates, unless specially authorised:—

	s.	d.
Children	2	0
Rate-aided persons and vagrants	2	0
Persons who do not lose wages, earnings or income by attendance	5	0
Persons in the service of an employer who lose wages by attendance:—		
Agricultural labourers, unskilled labourers and others similarly employed	7	0
Artisans, mechanics and others similarly employed ..	10	0
Clerks, shop assistants, and others similarly employed	10	0

2. Where the amount of wages lost (as certified by the employer) exceeds 14*s.* a day, the actual sum lost may be refunded. In addition, actual reasonable accommodation expenses within a nightly allowance of 10*s.*, when necessarily absent for a night, may be paid, but no daily allowance.

3180. Seamen.—When seamen are detained on shore for the purpose of giving evidence, the amount actually and reasonably incurred for maintenance during detention may be allowed, in addition to the daily rate specified under para. **3179.**

3181. General Provisions as to Allowances.—The full day allowance, under paras. **3174** and **3179,** is payable when the witness is necessarily detained away from his home, place of business, or employment for at least four hours. If detained for less than four hours half rates only should be paid, unless (*a*) the full day allowance does not exceed 2*s.*; or (*b*) the witness necessarily loses a whole day's wages through his attendance. The night allowance, under para. **3179,** is payable only when the witness, in order to give evidence, is necessarily detained away from home for the night.

3182. Expenses of Locomotion.—1. Payment of expenses incurred in travelling to attend court or place where a written summary of evidence is taken from a distance of over two miles will be allowed to the following extent:—

(*a*) To witnesses travelling by railway or other public conveyance, the fare actually paid, provided that for railway travelling the fare shall be third class (unless specially allowed otherwise by the court or the accused's C.O., as appropriate, or when first class fare is admissible under para. **3175**), and if return tickets are available only return tickets shall be allowed. For police witnesses, the reduced rate under the Cheap Trains Act, 1883, shall not be exceeded, except when the single fare is less than 1*s.* or for special reasons allowed by the court or the accused's C.O., as appropriate.

(*b*) Where no railway or other public conveyance is available, and one or more witnesses necessarily travel by a hired vehicle, the sum actually paid for hire, not exceeding 1*s.* 6*d.* a mile each

Digitized by Google

way. Separate mileage for two or more witnesses travelling from the same place shall not be allowed unless the court or the accused's C.O., as appropriate, is satisfied that it was reasonably necessary to hire more than one vehicle.

(*c*) To each witness travelling on foot or by a private conveyance, where no railway or other public conveyance is available, a sum not exceeding 3*d*. a mile each way.

Allowances under (*b*) and (*c*) shall be made separately as mileage.

2. For the conveyance of witnesses suffering from serious illness, or for the carriage of heavy exhibits, sums in excess of the rates given in clause 1 may be allowed, if the court or the accused's C.O., as appropriate, is satisfied that the expense incurred was reasonably necessary.

3. Warders in charge of prisoners produced to give evidence, may be allowed the cost of travelling by such means of conveyance as the governor of the prison may have directed.

Digitized by Google

CHAPTER XXXVIII.

ALLOWANCES.*

SECTION I.—GENERAL.

3231. Rates Liable to Variation.—The rates of allowances are liable to revision from time to time as circumstances may require.

3232. Determination of Rate.—When the rate at which any allowance is payable is dependent on rank, the rate will be determined by the rank for which the officer or airman draws pay, or, if he is an officer re-employed in a national emergency and paid under para. **3435A,** clause 6, by the rank in which he is re-employed.

3233. Allowances in Relation to Full Pay.—1. An officer or airman will not be eligible for allowances under the conditions laid down in this chapter for any day (subject to certain exceptions as provided in the case of an airman) for which he is not in receipt of full pay at British rates. No allowances will be issued to an officer when first commissioned for any period before he joins or embarks for duty.

2. For the purposes of this para. an officer re-employed in a national emergency who is paid under para. **3435A,** clause 6, will be regarded as being in receipt of full pay.

3233A. Indian Rates of Allowances.—While on the Indian establishment officers and airmen will receive their allowances from the Indian Government under Indian regulations.

3234. Allowances not Payable with Inclusive Emoluments.—Officers on consolidated or other inclusive rates of pay or in receipt of special inclusive allowances (e.g. an air attaché, or a language student in Japan or China) will not be eligible for any allowances under Sections II to VIII, except as provided in paras. **3263** and **3271.**

3235. Allowances Payable with Travelling Allowances.—1. Only the following allowances may be issued concurrently with travelling allowance at rate 1 or 2:—

(*a*) Colonial allowance.

(*b*) Lodging allowance for a lodging necessarily retained at the permanent station.

(*c*) Lodging, furniture, fuel and light and consolidated allowances for a married officer.

(*d*) Servant allowance, in respect of the necessary retention on pay of a civilian personal servant at the permanent station.

(*e*) Any allowances payable in respect of the family of an airman.

(*f*) Ration allowance, as provided in para. **2659,** clause 3 (*k*).

2. The issue of allowances referred to at (*a*) to (*f*) of clause 1 will be subject to the conditions laid down in these regulations.

For the rates of, and conditions of entitlement of married officers to, allowances in respect of their families during the war, *see* A.M.O. A.1162/42.

Digitized by Google

3236. Commencement and Continuance of Allowances.—1. Except as otherwise provided in these regulations, allowances will be issued from the date on which an officer or airman arrives in the command, will continue only while he is on duty, and will not be admissible for the day of embarkation* on leaving a command, but may be issued for the day of disembarkation on arrival. A reference to the casualty form notifying the arrival of the officer or airman to whom the allowances have been issued will be made on the voucher in which the charge first appears.

2. Except as otherwise specially provided, a claim to allowances cannot originate during the absence from duty of an officer or airman. When an officer or airman, on reposting, reports at a new station formally or for the purpose of conducting a draft or handing over cash, documents, &c., before proceeding on leave, he will not be regarded as joining for duty for the purpose of originating a claim to allowances.

3. In the event of an officer or airman being taken prisoner, the issue of such allowances as may be necessary will be considered by the Air Council in each case.

3236A. Allowances Payable during Unemployment.—1. Except as provided in clause 2, officers who, being fully employable, are temporarily unemployed for service reasons and are to be re-employed in due course will receive allowances as though on leave.

2. Allowances will not, however, be paid to officers of or above the rank of air vice-marshal in respect of any period of unemployment after the expiration of any leave for which they may be eligible. (*See* para. **3429A** as regards pay during unemployment.)

3237. Definition of Married Officer.—1. Subject to clauses 2 and 4, the term "married officer" in these regulations will be read as meaning an officer who is (*a*) married and over thirty years of age; or (*b*) married and holding a substantive† rank above flight lieutenant.

2. The term "married" in clause 1 may be read as including—

(*a*) a widower with children as defined in para. **3027,** provided in the case of adopted children that they were adopted before the officer became a widower, and

(*b*) an officer whose marriage has been dissolved or annulled provided he is the legal custodian of his children or is under obligation, by a court order or deed, to pay a specified amount for the maintenance of his children; "children" being as defined in para. **3027,** except that adopted children must have been adopted before the marriage was dissolved or annulled.

3. *Deleted.*

4. If in a particular case it should appear that the application of clause 2 would result in undue hardship, the circumstances may be represented to the Air Council, through the usual channels, for special consideration.

* At home ports officers and airmen and their families ordinarily embark in packet vessels and freightships on the day of sailing; in transports they are ordered to embark on the day prior to sailing. Any variation should be explained on Form 504 or Form 423 as appropriate.

† The relative rank granted to a chaplain is not substantive.

Digitized by Google

3237A. Eligibility for Allowances at Married Rates.—1. In order to qualify for the issue of allowances at the rates specially applicable to married officers, an officer must be making financial provision for the maintenance of his wife and/or children at least to the extent of the appropriate rate of consolidated (separated families) allowance.

2. If the officer is under obligation by a court order or deed to pay for the maintenance of his family (i.e. wife and children in separation cases and children only in divorce and annulment cases) a specified amount which is less than the appropriate rate of consolidated (separated families) allowance, the allowance will be reduced to the lesser amount unless the officer devotes the full amount of the allowance to the maintenance of his family.

3. The issue of allowances at the rates and under the conditions specially applicable to married officers may be withheld or restricted, at the discretion of the Air Council, where it is brought to notice that the officer is neglecting to discharge his family responsibilities.

4. Where there has been an over-issue of such allowances to an officer owing to a false entry or error in his claim or to his failure to notify a change in his family circumstances affecting his entitlement thereto, financial recovery may be effected under para. **7.**

3238. *Deleted.*

3239. *Deleted.*

3240. Officers Seconded or Reseconded from Other Services.—1. Officers holding permanent commissions on the active list of the R.N. or regular Army who are seconded to the R.A.F. with temporary commissions therein will not have any right to receive the allowances applicable to their naval or military rank while seconded. They will be paid the allowances for which they may be eligible under these regulations at the rates applicable to the substantive rank which they hold in the R.A.F.

2. Officers holding permanent commissions on the active list of the Indian Army who are seconded to the R.A.F. with temporary commissions therein and are in receipt of air force rates of pay will be paid the allowances for which they may be eligible under these regulations at the rates applicable to the substantive rank which they hold in the R.A.F.

3. Officers holding permanent commissions on the active list of the regular Army, who are reseconded to the R.A.F. with temporary commissions therein and whose substantive Army rate of pay together with allowances at Army rates is greater than their R.A.F. rate of pay together with allowances at R.A.F. rates, may elect, at the commencement of their period of resecondment, to receive the pay and allowances of their substantive Army rank until by promotion in the R.A.F. they become eligible for higher emoluments in respect of their R.A.F. rank.

3241. Competitors at the Royal Tournament and Rifle Association Meetings.—An officer or airman permitted to attend the Royal Tournament or a meeting of the R.A.F. Rifle Association or the National Rifle Association as a competitor will be treated for the purpose of allowances as if he were on duty at his permanent station, and therefore will not be eligible for allowances under these regulations in respect of expenses incurred in living away from his permanent station.

Digitized by Google

3242. Claims.—1. *Officers.*—An officer will claim his allowances (except under Sections IX and X) in arrear on the last day of each month, on Form 835, the appropriate certificates or authorities being attached. When, however, an officer is posted to another unit or leaves a station abroad during the month, his claim should be prepared and adjusted before he leaves the unit or command. If from any unavoidable cause this is not done, application will be made by the officer to the accountant officer of his previous unit for the allowances outstanding.

2. All claims preferred by officers who have left India, for allowances for periods of service in India, will be addressed to the local authorities in that country; such claims will not be entertained by the India Office.

3. A married officer proceeding to India should obtain a last allowance certificate from the accountant officer of his home unit, and on arrival in India will claim allowances, if admissible, for the voyage period in respect of his family from the paying authority in that country, unless an accountant officer for pay duties was on board and the allowances have been or are being paid by him. Where a last allowance certificate cannot be handed to an officer before embarkation, it should be forwarded without delay to the Controller of Accounts, R.A.F., Ambala.

4. An officer proceeding to a station abroad other than India will claim allowances, if admissible, for the voyage period from the accountant officer at his destination.

5. An officer arriving from a station abroad other than India will claim allowances, if admissible, for the voyage period from the accountant officer of his new unit.

6. *See also* para. **2781.**

7. *Airmen.*—Allowances for airmen under these regulations (except under Sections VIII and XI) will be claimed in arrear on Form **423**, the appropriate certificates or authorities being attached. The allowances due will be credited to airmen's accounts in the pay ledger. (*See* para. **2801.**)

Section II.—Lodging Allowance.

3258. Object of Allowance.—Lodging allowance will be issued to enable an officer, an unmarried airman or a married airman separated from his family (*see* para. **3262** and Section XI in regard to married airmen) to hire necessary accommodation at stations where public quarters are not available and where it is impracticable or is considered undesirable to provide accommodation by public hiring or billeting. A claim cannot be entertained when an officer or airman is exempted from occupying public quarters for private reasons or when an officer is unwilling to live in a quarter allotted to him in a group which is one above or one below that normally assigned to his rank in para. **1796,** unless he has been exempted from occupation, in accordance with para. **1798,** clause 2, on the ground that the quarter is not reasonably adequate for his needs.

3259. Rates of Allowance.—1. The daily rates of lodging allowance will be as follows, subject to clauses 2 and 3:—

Digitized by Google

Officers.

Rank.	Home.		Malta.		Egypt and Palestine.		Aden and Iraq.		Kenya.		Ceylon.		Malaya.		Hong Kong.	
	Married.	Single.	Married.	Single.	Married.	Single.	Married.	Single.	Married.	Single.	Married.	Single.	Married.	Single.	Married.	Single.
	s. d.	*s. d.*	*s. d.*	*s. d.*	*s. d.*	*s. d.*	*s. d.*	*s. d.*	*s. d.*	*s. d.*	*Rs. c.*	*Rs. c.*	$ *c.*	$ *c.*	$ *c.*	$ *c.*
Air chief marshal ..	16 6	16 6	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Air marshal	13 9	13 9	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Air vice-marshal ..	11 0	11 0	8 0	5 4	—	—	—	—	—	—	—	—	—	—	—	—
Air commodore ..	8 6	8 6	6 8	4 6	20 0	13 4	—	—	—	—	—	—	—	—	—	—
Group captain ..	5 6	5 6														
Chaplain after 18 years' service	5 6	5 6	5 0	3 4	15 0	10 0	5 6	4 6	8 6	5 8	9 0	6 0	8 50	5 66	8 00	5 33
Wing commander ..	4 6	4 6														
Chaplain after 15 years' service	4 6	4 6														
Squadron leader ..	4 6	4 0														
Chaplain after 9 years' service	4 6	4 0	3 3	3 0	10 0	7 6	4 6	4 0	7 6	5 0	6 0	4 50	7 00	3 50	6 00	4 00
Flight lieutenant ..	4 6	2 6														
Chaplain under 9 years' service	4 6	2 6														
Flying officer ..	3 6	2 6	3 3	2 6	10 0	5 0	4 6	2 6	7 6	4 0	6 0	3 50	7 00	3 00	6 00	3 50
Pilot officer or acting pilot officer	3 6	2 6														

Digitized by Google

Unmarried Airmen.

Rank.	Home and Malta.	Egypt.
	s. d.	s. d.
Warrant officer	1 6	2 3
,, ,, 2nd class	1 4	2 0
Flight sergeant and below	1 3	1 3

2. At home and abroad, an unmarried officer below the rank of squadron leader, or a chaplain under 9 years' service, will draw the single rate for squadron leader if it is certified by the air or other officer commanding the command that, for service reasons, it is not practicable for the officer to be a dining member of a mess. In no circumstances will this rate be paid to an officer who has been given permission to live out for private reasons.

3. An additional 6*d.* a day will be payable to an airman employed within the London postal area, who is eligible for lodging allowance under para. **3262.**

4. In places abroad where no local allowance has been fixed, home rates may be applied. The circumstances necessitating the issue of the allowance will in all instances be reported, immediately they arise, to the Air Ministry.

5. In places abroad where the local approved rates are the same as for the Army, the air or other officer commanding will immediately report to the Air Ministry any revision of rates which has been promulgated by the Army command.

3260. Conditions of Issue—Married Officers.—1. When a married quarter is not available at an officer's permanent station (or if the officer is serving with the Fleet Air Arm at home or in the Mediterranean Command, at his permanent shore base), lodging allowance at the married rate will be issued, subject to clauses 2 and 3—

(*a*) to a married officer (not posted to the Fleet Air Arm) serving at home when not eligible for a consolidated allowance for lodging, etc., under paras. **3284** to **3286.**

(*b*) to a married officer (not posted to the Fleet Air Arm) whose family, or a member of whose family, is permanently living with him at his station abroad, provided that the presence of the family is officially recognized for the purpose of accommodation in public quarters or allowances in lieu.*

(*c*) to a married officer serving with the Fleet Air Arm at home or in the Mediterranean Command whose family resides at his permanent shore base.

For the purposes of this and the following clauses, "family" will be defined as in para. **3027.**

2. Entitlement to lodging allowance under clause 1 will cease for any period during which the whole of the officer's family is provided with a passage at the public expense or an indulgence passage.

3. When lodging allowance is payable under clause 1 no other issue of lodging allowance, at either the married or the single rate, will be allowable except as provided in clauses 4, 5 and 5A and para. **3263.**

* *See* A.M.O. A.314/34 for the special conditions on which families may be admitted into Iraq, Sudan, Aden and Trans-Jordan.

Digitized by Google

4. When a married officer is separated from the whole of his family by—

(*a*) being posted abroad,

(*b*) being reposted at a time when, owing to illness, his family is unfit to move from the lodgings occupied with the officer,

(*c*) being posted to the Fleet Air Arm, or

(*d*) other exigency of the service,

lodging allowance (if in issue up to the date of posting, etc.) may be continued in respect of the family for a period not exceeding 91 days on a certificate furnished by the officer and approved by the air or other officer commanding the command that during the period the family has remained at the station from which he has been posted and retained the lodgings previously occupied and that no claim in respect of the lodgings he has vacated will be made under para. **3263.** Under (*b*) the certificate of a medical officer will be required and separation will be deemed to exist only for so long as the family is unfit to move from the lodgings occupied with the officer. On the cessation of lodging allowance a consolidated allowance will be issued in respect of the family as provided in paras. **3284** to **3286.** For the purposes of his own accommodation at his new unit, or allowances in lieu, the officer will be treated as unmarried.

4A. At a home station, a married officer who is separated from the whole of his family owing to a member of the family being medically unfit to reside at the station may receive the married rate of lodging allowance, provided the unfitness is certified by the competent medical authority to be likely to last at least twelve months from the date on which a married quarter becomes available. Such an officer will not be entitled to the single rate of lodging allowance in addition.

5. A married officer separated from his family by reason of temporary duty (including a posting in respect of which conveyance of his family at public expense is inadmissible under para. **3027,** clause 3 (*a*) or (*b*)) will similarly be treated as unmarried at his temporary station for the purposes of his own accommodation or allowances in lieu. If, however, he is joined by his family, single rates of lodging allowance will not be issued unless the accommodation previously occupied by the family is retained. For the purpose of this clause an officer serving with the Fleet Air Arm at home or in the Mediterranean Command, whose family resides at his permanent shore base, will be regarded as separated by temporary duty when absent on duty from such base.

5A. When a married officer, on being posted to a station at which neither a married nor a single officer's quarter is available, is unable to find private accommodation for his family within a reasonable distance of the station, lodging allowance at the single rate may be issued in addition to lodging allowance at the married rate under clause 1—

(*a*) for a period not exceeding 14 days. The period may be extended in special cases to 31 days on the authority of the air or other officer commanding the command;

(*b*) for a period in excess of 31 days subject to the approval of the Air Council. A full report of the circumstances of each case, together with evidence of the officer's inability to obtain such accommodation, will be furnished by the air or other officer commanding the command.

Digitized by Google

6. The issue of lodging allowance under clause 1 may continue or, if not already in issue, may commence when a married officer is absent on authorised leave or sick leave (including any period in hospital) for which full pay is admissible under Chapter XVIII, provided that a married quarter is not available at the station to which he is posted. The rate of the allowance will be that payable when on duty at his station provided, in the case of an officer serving in a command abroad, that he remains on the strength of the command, and that he certifies that the accommodation occupied by himself and his family immediately prior to proceeding on leave has been retained for the whole of the period of his leave and has not been sub-let. For any period of leave during which this certificate cannot be given lodging allowance may be continued at the appropriate home rate provided this rate does not exceed the local rate for which the officer is eligible while on duty.

7. In the event of an officer ceasing to be qualified for the issue of lodging allowance under clause 1 by reason of the death of his wife, issue of the allowance may be continued while he remains liable for the lodgings then occupied, up to a maximum of 91 days.

3261. Conditions of Issue—Unmarried Officers.—1. Lodging allowance may be continued to an unmarried officer during absence from duty on authorised leave or sick leave (including any period in hospital) up to a maximum of 91 days in all in any one financial year, this maximum being reduced, however, by the amount of leave, if any, taken while public quarters were allotted. The rate of the allowance will be the same as was in issue up to the date when the leave or sick leave began (provided, in the case of an officer serving in a command abroad, that he remains on the strength of the command), except that when an officer serving abroad is granted leave for more than 61 days, the home rate will be payable for any part of the leave which is spent outside the country in which his permanent station is situated.

2. It will be a condition of the continuance of lodging allowance under clause 1 that a quarter has not become available and that the officer's lodgings are retained; and, in the case of a period of authorised leave or sick leave (including any period in hospital) exceeding 31 days, that it is certified by the air or other officer commanding the command that no more economical arrangement could have been made.

3. A claim to lodging allowance cannot originate during absence from duty in the case of an unmarried officer except when he is withdrawn from active service in the field on account of a disability. When so withdrawn, he may receive lodging allowance for a period not exceeding 91 days, provided that—

(*a*) he is not accommodated in a service hospital or at public expense in a civil hospital or sanatorium, etc., and

(*b*) he has not been allotted a public quarter.

Though the allowance will not be payable in respect of any period for which the officer is accommodated as at (*a*), such periods will not be counted against the maximum of 91 days. Periods for which a public quarter is allotted will count against the 91 days.

4. An unmarried officer on temporary duty will be eligible for lodging allowance at his temporary station under the same conditions as officers posted to a station. At the same time, if lodging allowance was already

Digitized by Google

in issue at his permanent station when the temporary duty began, this may be continued in cases where the period of absence is not expected to exceed 61 days, provided that a quarter does not become available and the officer certifies that the lodgings at the permanent station are retained and paid for and are not sub-let. For absences expected to exceed that period lodgings should normally be surrendered but the air or other officer commanding the command may, in special cases, authorise continuance of the allowance when the period of absence is expected to exceed 61 days if he considers it warranted by the circumstances. The continued payment of lodging allowance will not be allowed when, owing to the proximity of the two stations, the officer continues to reside in the lodgings occupied by him at his permanent station (*see also* para. **3012,** clause 2).

3262. Conditions of Issue—Airmen.—1. Subject to clauses 2, 3 and 4, lodging allowance will be issued to an airman for whom public accommodation is not available and who is ineligible for family allowance or, although eligible for family allowance, is separated from his family.

2. When an airman is in receipt of lodging allowance, the issue may be continued during leave or sick leave or absence on temporary duty, etc., as explained below, provided lodgings are retained:—

(*a*)* During ordinary leave; to a warrant officer, flight sergeant and sergeant up to a total of 28 days and to other airmen up to a total of 21 days in any financial year, any ordinary leave taken whilst quarters were allotted being deducted.

(*b*) During sick leave (including any period of sickness in hospital or lodgings) subject, when the period exceeds 31 days for a warrant officer and 14 days for other airmen, to the authority of the air or other officer commanding the command.

(*c*) During detachment on temporary duty—

(i) to a warrant officer when the period of absence is not expected to exceed 42 days;

(ii) to other airmen when the period of absence is not expected to exceed 30 days.

If the period of temporary duty is expected to last beyond 42 days or 30 days, as the case may be, lodgings should normally be surrendered and the issue of lodging allowance should cease, but the air or other officer commanding the command may in special cases authorise the continuance of the allowance when the period of absence is expected to exceed 42 days or 30 days, as the case may be, if he considers it warranted by the circumstances. The continuance of lodging allowance in respect of the permanent station will be subject to the condition that the lodgings are retained and paid for and are not sub-let, and that if the airman continues to reside in those lodgings the issue of lodging allowance in respect of the temporary duty station will not be admissible.

3. When an airman in receipt of lodging allowance proceeds to another station to undergo a course of instruction of not more than six months' duration the allowance may be continued as though he were

* As a war measure, the issue of lodging allowance to airmen may be continued during all periods of ordinary leave, provided the lodgings occupied whilst on duty are retained and paid for.

Digitized by Google

temporarily detached on duty, unless and until it is known that he will not return to his original station.

4. Lodging allowance will not be issued to an officer's batman when accommodation is provided without expense to himself.

3263. Compensation in Respect of Rent Liability, etc.—1. If—

(i) an officer or airman who is in receipt of lodging allowance, or

(ii) an airman who is in receipt of family allowance and to whom a married quarter is not allotted,

has reasonably incurred a future liability in respect of lodgings and is obliged to vacate the lodgings without due notice to his landlord owing to unforeseen circumstances incidental to his air force service, such as a permanent change of station or being ordered into a vacant quarter, the air or other officer commanding the command, if in all the circumstances he considers that some relief in respect of the continuing rent liability is warranted, may authorise an award of compensation. Such award may be in the form of a refund of either or both of the following—

(*a*) rent actually paid for the period from the date of change of station, etc., or of vacation of lodgings, if later (*see* clause 5), up to the date of termination of the tenancy by sub-letting or otherwise;

(*b*) any necessary expenses incurred in terminating the tenancy;

provided, subject to para. **3271,** clause 2, that the total amount refunded under (*a*) and/or (*b*) does not exceed lodging allowance for 91 days, or the sum of £10 if for a lodging occupied, with his family, by an airman who is in receipt of family allowance.

2. If the officer or airman necessarily sub-lets the lodging at a rent less than that for which he is liable, the difference may be regarded as an expense incurred in terminating the tenancy.

3. At the earliest practicable date after receiving notice of the forthcoming change, the officer or airman must make the most economical arrangement possible to terminate the tenancy by a lump sum payment or otherwise, and before giving his authority the air or other officer commanding the command will satisfy himself that this has been done. Claims will be supported by receipts, certificates or other appropriate evidence.

4. Where the lodging vacated is a house owned by the officer or airman, compensation may be similarly authorised not exceeding the rental value of the house calculated on its gross assessment for income tax purposes under Schedule " A," or the appropriate rate of lodging allowance, whichever is less.

5. No compensation or refund of expenses will be allowable in respect of any expenses incurred during any part of the period that the lodgings were occupied by the applicant or his family nor will any refund be allowable in respect of expenses incurred in connection with any lodgings occupied by the family which were not also occupied by the applicant (whilst on duty at his permanent station) at the date of change of station, etc.

6. On the death of an officer or airman, compensation for a period subsequent to the date of death may be authorised by the air or other officer commanding the command in accordance with the principles indicated in the foregoing clauses.

Digitized by Google

7. For the purposes of this para. an officer who is not in receipt of lodging allowance owing to his being in receipt of a consolidated rate of pay or a consolidated allowance under para. **415,** clause 7, or para. **3226,** may be regarded as being in receipt of lodging allowance and the limit of compensation payable will be calculated on the basis of the current rate of lodging allowance appropriate to his rank.

8. The expenses recognizable for compensation under this para. must be incurred within six months of the date of change of station, etc.

SECTION III.—FURNITURE ALLOWANCE.

3270. Rate and Conditions of Issue.—Furniture allowance at the rate of 2*s.* 0*d.* a day will be issued to a married officer for each day on which he is eligible for a married rate of lodging allowance under para. **3260.**

3271. Compensation in Respect of Hiring Liability.—1. If an officer who is in receipt of furniture allowance has entered into an agreement to hire furniture and is unable to give due notice to terminate the agreement owing to unforeseen circumstances incidental to his air force service, such as a permanent change of station or being ordered into a vacant quarter, the air or other officer commanding the command, if in all the circumstances he considers that some relief in respect of the continuing hiring liability is warranted, may authorise an award of compensation. Such award may be in the form of a refund of the amount certified by the officer to have been necessarily paid in respect of the premature termination of the agreement, within the limit of the sum which would have been payable as furniture allowance up to the end of the term for which the furniture was hired, but not exceeding 91 days. No refund will be allowable in respect of any period subsequent to the date of the officer's change of station, etc., during which his lodgings are in fact occupied by him or by a member of his family, and any such period will be in diminution of the period not exceeding 91 days laid down above.

2. Furniture allowance may be taken into account in addition to lodging allowance under para. **3263** if the agreement is in respect of furnished lodgings, but not otherwise.

3. The principle of para. **3263,** clauses 7 and 8, will apply to this para. also.

SECTION IV.—FUEL AND LIGHT ALLOWANCES.

3274. Definition of "Married" Status.—The term "married" used throughout this section refers only to—

(*a*) married officers qualified as such under para. **3237;**
(*b*) airmen eligible for family allowance.

The term "unmarried" includes all officers and airmen not covered by **(*a*) and (*b*).**

Digitized by Google

3275. Fuel and Light Combined Allowance—Object and Conditions of Issue.—1. A combined allowance for fuel and light will be issued to an officer or airman for each day on which he is eligible for lodging allowance (but not for any payment as compensation under para. **3263**) except—

(*a*) when the issue of fuel in kind is specially authorised by the Air Ministry;

(*b*) to an unmarried officer or airman, in respect of his lodgings at his permanent station if absent therefrom while on temporary duty;

(*c*) to an unmarried officer or airman on leave or sick leave (including any period in hospital but not any period of sickness in lodgings);

(*d*) to a married officer who has been designated the official occupant of a married quarter which he elects not to occupy, and who as a result of the occupation of the quarter by a non-entitled officer on a rental basis is in receipt of lodging allowance.

2. A married officer or airman who is eligible under para. **3260**, clause 4, 5 or 5A, or para. **3262**, for lodging allowance at the single rate will be similarly eligible for fuel and light allowance at the single rate, subject to the conditions laid down for an unmarried officer or airman.

3. An officer below the rank of squadron leader who is eligible for the allowance at the single rate is entitled to the single rate applicable to a squadron leader if it is certified by the air or other officer commanding the command that for service reasons it is not practicable for the officer to be a dining member of a mess. In no circumstances, however, will this rate be paid to an officer living out of mess for private reasons.

3276. Fuel Allowance—Object and Conditions of Issue.—1. A cash allowance in lieu of issue in kind, or concurrently with limited issue in kind, will be admissible as follows:—

To a married officer or airman (or his family) in occupation of an official residence or married quarter.

(*a*) When it is decided by the air or other officer commanding the command that the issue in kind would be uneconomical, or impracticable (e.g. when neither the heating nor cooking appliances installed in the quarter are designed to consume solid fuel).	Cash allowance: rate "A."
(*b*) When a cooking range designed to consume solid fuel is not installed (unless the range has been removed by or at the request of the occupant).	(i) Cash allowance: rate "A," summer scale, throughout the year. (ii) In kind: the difference between winter and summer scales, during the winter period only. (Alternatively the difference between winter and summer rate "B" cash allowance may be drawn.)

Digitized by Google

(*c*) When occupant elects not to draw any issue in kind although issues are practicable, economical and suitable for use in the quarter.	Cash allowance: rate "B."
(*d*) When occupant elects to draw solid fuel for heating purposes only, i.e. during the winter period.	(i) Cash allowance: rate "B," summer scale, throughout the year. (ii) In kind: the difference between the winter and summer scales, during the winter period only.
(*e*) When occupant elects to draw solid fuel for cooking purposes only.	(i) Cash allowance: the difference between rate "B," winter scale, and rate "B," summer scale, during the winter period only. (ii) In kind: summer scale throughout the year.

To a married officer.

(*g*) When exempted for private reasons from occupying a married quarter or official residence.	Cash allowance: rate "B" appropriate to the classification of the quarter or residence of which he has been designated the official occupant under para. **1798**, clause 8.

To an unmarried officer.

(*h*) When exempted for private reasons from occupying a single quarter, if he elects not to draw issue in kind.	Cash allowance: rate "B" appropriate to the single quarter to which he is entitled under para. **1796.**

To a married airman.

(*i*) When exempted for private reasons from occupying a married quarter.	Cash allowance: rate "B" appropriate to the type of quarter of which he has been designated the official occupant under para. **1804.**

2. An officer or airman drawing the whole or part of his entitlement in kind, so long as he remains the official occupant of the residence or quarter concerned, will not be permitted to change to cash allowance save in exceptional circumstances, and then only when approved by the air or other officer commanding the command. Such approval will not in any case be given so as to allow a cash allowance to be drawn during absence.

Digitized by Google

3. The issue of allowances under this para. will be subject to the conditions of entitlement governing issues in kind.

3277. Light Allowance—Object and Conditions of Issue.—1. A cash allowance will be admissible as follows:—

(*a*) To an officer or airman occupying an official residence or public quarter for which a supply of light at the public expense is not available.	At the rate appropriate to the quarter.
(*b*) To a married officer or airman when exempted for private reasons from occupying a married quarter or official residence.	At the rate appropriate to the classification of the quarter or residence of which he has been designated the official occupant provided that no expense to public funds has been or is incurred for the supply of light to the quarter in respect of the period of non-occupation.
(*c*) To an officer or airman in receipt of lodging allowance when the issue of fuel in kind is specially authorised by the Air Ministry.	At the rate appropriate to his rank and his married or single status.
(*d*) To an unmarried officer who is exempted for private reasons from occupying a single quarter and is permitted to live in lodgings.	At the rate appropriate to the single quarter to which he is entitled.

2. The issue of allowances under this para. will be subject to the conditions of entitlement governing issue in kind.

3278. Rates of Allowance.—1. *At Home Stations.*—(*a*) The daily rates of combined fuel and light allowance and of the separate fuel and light allowances are published annually in A.M.Os.

(*b*) Rate "A" fuel allowance and the fuel element in the combined fuel and light allowance will be calculated on the general average retail price of coal as furnished by the Ministry of Labour.

(*c*) Rate "B" fuel allowance will be calculated on the average R.A.F. contract value of the scale of issue in kind.

(*d*) Light allowance will be calculated on average prices throughout the country and will include provision for hire of meters and maintenance of consumable or breakable fittings.

2. *At Stations Abroad.*—(*a*) Except as in sub-clauses (*d*) and (*e*), the rates will be calculated and applied by the air or other officer commanding on a basis previously notified by the Air Council and will be promulgated in local orders. Copies of such orders will be forwarded to the Air Ministry in quadruplicate.

Digitized by Google

(*b*) Rate "A" fuel allowance and the fuel element in the fuel and light combined allowance will be calculated on the average R.A.F. local contract price of coal, or other class of fuel as may be approved, with such percentage addition to cover retail purchases as is approved by the Air Council.

(*c*) Rate "B" fuel allowance and light allowance will be calculated as in clause 1 (*c*) and (*d*).

(*d*) In countries where the rates and seasons are fixed by the Army, such rates and seasons and any revision thereof will be adopted by the R.A.F. and promulgated in local orders. Four copies of the orders and one copy of the local Army Order will be forwarded to the Air Ministry.

(*e*) Where rates and seasons have not been fixed either for the Army or the R.A.F., home rates for seasons fixed by the air or other officer commanding will be applied temporarily. The circumstances necessitating the issue will be immediately reported to the Air Ministry, together with proposals for such rates and seasons as are considered suitable for the country concerned.

3. *Home and Abroad.*—Calculation of all fuel allowances will include the proportionate element in respect of entitlement of kindling wood.

SECTION V.—CONSOLIDATED ALLOWANCE (SEPARATED FAMILIES).

3284. Object of Allowance.—1. A married officer who is separated from his family by—

(*a*) being posted abroad,

(*b*) being reposted at a time when, owing to illness, his family is unfit to move from the lodgings occupied with the officer,

(*c*) being posted to the Fleet Air Arm, or subsequent to the date of posting is separated from the whole of his family when he is disembarked at his permanent shore base by reason of the family having ceased to reside at that base, or

(*d*) other exigency of the service,

will not be eligible for lodging allowance, furniture allowance or fuel and light allowances in respect of his family except as specially provided in preceding sections of this chapter. To enable him to provide accommodation, etc., for his family he will receive a consolidated allowance according to the scale laid down in para. **3285,** and for the purposes of his own accommodation, etc., or allowances in lieu, will be treated as unmarried.

2. In clause 1, separation from the family means separation from the whole of the family, "family" being defined as in para. **3027.** Under (*b*) of clause 1 the certificate of a medical officer will be required, and separation will be deemed to exist only for so long as the family is unfit to move from the lodgings occupied with the officer.

Digitized by Google

3285. Rates of Allowance.—The daily rates of the consolidated allowance will be as follows:—

Rank.	*Rate.* s. d.
Air commodore and above	11 0
Group captain .. .. / Chaplain after 18 years' service	9 6*
Wing commander .. .. / Chaplain after 15 years' service	9 6*
Squadron leader .. .. / Flight lieutenant .. .. / Chaplain under 15 years' service	7 6
Flying officer .. .. / Pilot officer	6 0

* Except when this is more than the total of the current daily rates of lodging, furniture and fuel and light allowances for the rank, &c., at home. The total of those rates, instead of the rate of 9*s.* 6*d.*, will then be payable.

3286. Conditions of Issue.—1. The date of commencement of the allowance will be as indicated below:—

(*a*) For a married officer posted from a station where a married quarter was available—the date on which his family vacates the quarter.

(*b*) For a married officer posted from a station where he was in receipt of a married rate of lodging allowance—the date on which lodging allowance at the married rate ceases to be payable under para. **3260,** clause 4.

(*c*) For an officer who becomes qualified as a married officer while situated as in para. **3284**—the date of becoming so qualified.

(*d*) For an officer the whole of whose family returns home from abroad, as a permanent arrangement, in advance of the officer—the date of embarkation or, if provided with a passage at the public expense or an indulgence passage, the date of disembarkation.

(*e*) For a married officer of the Fleet Air Arm whose family has ceased to reside at his permanent shore base—the date on which he becomes separated from his family when disembarked at that base.

2. Subject to clause 3, the allowance will be continued when the officer is absent from his station on authorised leave or sick leave (including any period in hospital) for which full pay is admissible under Chapter XVIII.

3. The allowance will not be payable for any period in respect of which a married rate of lodging allowance is payable under para. **3260,** or for any period during which the officer's family or any member of his family is accommodated at the public expense, including a period when a passage at the public expense or an indulgence passage is provided.

Digitized by Google

Section VI.—Field Allowance.

3289. Object of Allowance.—Field allowance will be issued under the authority of the C.O. to officers and warrant officers in aid of the expenses caused to them when they are required for service reasons to occupy accommodation which is completely unfurnished (including accommodation under canvas, in bivouac or in war shelters, but excluding accommodation which they occupy as patients in sick quarters or hospital), thereby necessitating the use, by officers, of camp kit, and notwithstanding the retention, by warrant officers, of blankets, palliasses and bolsters.

3290. Rates of Allowance.—The daily rates of field allowance at home and abroad will be as follows:—

Rank.	*Rate.* s. d.
Squadron leader and above .. Chaplain after 9 years' service	3 6
Flight lieutenant .. .. Chaplain under 9 years' service	3 0
Flying officer, pilot officer and acting pilot officer	2 0
Warrant officer	1 0
Warrant officer, 2nd class	0 6

3291. Conditions of Issue.—The allowance will be issued for each day (or part of a day in the case of the first and last day of a continuous period) during which an officer or warrant officer has been situated as in para. **3289,** except that it will not be admissible concurrently with a nightly rate of travelling allowance.

Section VII.—Servant Allowance.

3302. Object of Allowance.—Servant allowance will be issued to officers in aid of the cost of civilian personal servants in the circumstances indicated in para. **3304.**

3303. Rates of Allowance.—1. Except where otherwise provided, the rate of servant allowance will be 2*s.* 0*d.* a day for each batman allowed but not available. When, during active operations abroad, rations in kind are issued to civilian servants, this rate will be reduced to 1*s.* 0*d.* a day.

2. In the following countries the daily rate of servant allowance for each batman allowed will be—

Country.	*Rate.*
East Africa	1*s.* 4*d.* (7*d.* if rationed and accommodated in the field).
Sierra Leone	1*s.* 8*d.*
Iraq	113 fils, with a free ration for the servant.
Malaya	60 cents.
Hong Kong	60 cents.

Digitized by Google

3. The scale of batmen allowed for officers is laid down in para. **858.** An officer who is not entitled to a batman to himself will nevertheless receive the allowance at the full rate for one batman when the part services of a batman are not available.

3304. Conditions of Issue.—1. Servant allowance will be issued to an officer while on duty at his permanent station—

(*a*) when he is serving at home and—
(i) is occupying public quarters and a batman (or part of the services of a batman) is not available; or
(ii) is occupying a public married quarter and is below the rank of squadron leader; or
(iii) is in receipt of lodging allowance owing to public quarters not being available; or
(iv) is permitted to live out with his family;
(*b*) when he is serving in a command abroad and a batman, or part of the services of a batman, is not available.

A claim to the allowance or to a higher rate of the allowance cannot originate during absence from duty. (*See also* para. **3236,** clause 2.)

2. In the following circumstances servant allowance will be issued for the period of a voyage, provided that the officer was in receipt of the allowance immediately prior to embarkation:—

(*a*) when the officer is accompanied by his civilian personal servant;
(*b*) when the officer is not granted an indulgence passage or a passage at the public expense; or
(*c*) when the officer is proceeding on board ship on temporary duty within the limits of a command.

3. An officer on temporary duty (or a married officer in a supernumerary posting which does not carry with it entitlement to conveyance of family at public expense—*see* para. **3027,** clause 3 (*a*) and (*b*)—who is not accompanied by his family) will be treated as unmarried at his temporary station, and will be eligible, as such, for servant allowance, provided that—

(*a*) he is not in receipt of a nightly rate of travelling allowance;
(*b*) it is certified by the C.O. of the temporary station that the whole or part-time services of a batman are not available at the temporary station;
(*c*) he is not permitted to take a servant with him at public expense to the temporary station under para. **3028,** clause 2.

In addition, he may continue to receive the allowance in respect of his last station for a period not exceeding 61 days, on certifying that during the period for which the allowance is claimed he has necessarily retained on pay at that station the civilian personal servant engaged by him there. If, however, the officer while performing temporary duty at another station continues to reside in the quarters or lodgings occupied by him while on duty at his last station, not more than one issue of servant allowance will be admissible.

Digitized by Google

4. The issue of servant allowance may be continued during periods of absence from duty as follows, provided that the services of a batman employed at the public expense do not become available during such periods:—

(*a*) During absence on ordinary leave up to 61 days in each leave year (any leave taken whilst a servant paid by the public was allotted being deducted) provided that the officer retains his servant on pay. An officer remaining on the posted strength of a unit in an overseas command and who is on leave therefrom, or on such leave combined with temporary duty, may continue to receive servant allowance up to 61 days, notwithstanding that the period of absence exceeds 61 days, provided:—

(i) it is certified that the period has not been prolonged beyond 61 days in circumstances within his control and

(ii) it could not be foreseen when it began that the period of absence would exceed 61 days.

(*b*) During absence on account of sickness up to a maximum of 61 days provided that the officer retains his servant on pay. If absence from duty on account of sickness and absence from duty on ordinary leave are continuous, servant allowance for up to 61 days only will be allowed.

5. Servant allowance will not be paid to an officer proceeding on leave or sick leave immediately after disembarkation from abroad.

SECTION VIII.—COLONIAL ALLOWANCE.

3315. Object and Rates of Allowance.—1. An allowance in aid of the cost of living will be issued to an officer or airman serving in the following countries; the daily rates will be as indicated:—

	Married		*Single*	
(*a*) *Aden and Kenya:*—	*s.*	*d.*	*s.*	*d.*
Officer	11	0	4	9
Warrant officer	2	10	1	0
Warrant officer, 2nd class	1	10		8
Flight sergeant	1	10		8
Sergeant	1	6		8
Corporal and below	1	0		6
(*b*) *Bermuda:*—				
Officer	15	0	4	3
Warrant officer	4	0	1	4
Warrant officer, 2nd class	3	2	1	1
Flight sergeant	3	2	1	1
Sergeant	2	4		10
Corporal and below	1	7		7

Digitized by Google

	Married	*Single*
(*c*) *Egypt, Palestine and Trans-Jordan:*—	*s. d.*	*s. d.*
Officer	10 0	3 6
Warrant officer	2 3	8
Warrant officer, 2nd class	1 9	7
Flight sergeant	1 9	7
Sergeant	1 3	6
Corporal and below	10	4
(*d*) *Malta:*—		
Officer	6 0	1 0
Warrant officer	6	—
Warrant officer, 2nd class	3	—
Flight sergeant	3	—
Sergeant	—	—
Corporal and below	—	—
(*e*) *Sudan:*—		
Officer	12 0	4 0
Warrant officer	—	1 0
Warrant officer, 2nd class	—	10
Flight sergeant	—	10
Sergeant	—	8
Corporal and below	—	6
(*f*) *Iraq:*—		*fils.*
Officer	—	377
Warrant officer	—	150
Warrant officer, 2nd class	—	113
Flight sergeant	—	113
Sergeant	—	113
Corporal and below	—	47
(*g*) *Malaya:*—	*$ c.*	*$ c.*
Officer	5 40	1 50
Warrant officer	1 20	25
Warrant officer, 2nd class	1 00	25
Flight sergeant	1 00	25
Sergeant	80	25
Corporal and below	60	20

(*h*) *China:*—

As promulgated in A.M.Os. from time to time.

	Rs. c.	*Rs. c.*
(*i*) *Ceylon:*—		
Officer	8 70	2 50
Warrant officer	2 50	60
Warrant officer, 2nd class	2 15	45
Flight sergeant	2 15	45
Sergeant	1 70	30
Corporal and below	1 30	15

Digitized by Google

2. The rate for a single officer will be increased by 50 per cent. when the air or other officer commanding the command certifies that, for service reasons, it is not practicable for the officer to be a dining member of a mess. The 50 per cent. increase will not, however, be continued during the absence of the officer from duty at his permanent station on leave or sick leave (including any period in hospital but not any period of sickness in lodgings) or on temporary duty, and in no circumstances will this increased rate be paid to an officer who has been given permission to live out for private reasons.

3316. Conditions of Issue.—1. Subject to clauses 5 to 9, the single rate will be payable to an officer or airman not qualified for the married rate when serving in the countries specified.

2. To be qualified for the married rate an officer must be married within the meaning of para. **3237** and an airman must be eligible for family allowance, the officer's or airman's family, or a member of his family must be permanently living with him at his station abroad, and the presence of the family must be officially recognised for the purpose of accommodation in public quarters or allowances in lieu.* Except as provided in clauses 3 to 9, the married rate will not be payable when either the officer or airman or the whole of his family is outside the country for which the rate is laid down. The definition of "family" in this connection will be as in para. **3027** (officers) or **3028** (airmen).

3. (*a*) Provided an officer or airman continues on the strength of the command, the married rate will be continued during temporary absences of all the family which do not break up its permanent residence with the officer or airman, except that where all the family residing with the officer or airman leaves the command for a period exceeding 61 days, the married rate will be issued for the first 61 days and the single rate for the remaining period of absence of the family, up to and including the day preceding the date of return of the family to the command.

(*b*) In the event of an officer or airman leaving the command on authorised leave or sick leave during the temporary absence of all the family, colonial allowance at the married rate will not continue to be issued beyond a period of 61 days from the date the family leaves the command, but the single rate will be issued thereafter up to the date not exceeding 61 days after the officer or airman leaves the command, provided that the officer or airman is due to return to the command on the expiration of his leave or sick leave, and subject to the conditions laid down in clause 8.

4. If, on reposting, an officer or airman in receipt of a married rate of colonial allowance has to leave his family, or a member of his family, at the station from which he is posted owing to (*a*) families not being recognised at his new station, (*b*) ill-health certified by a medical officer or (*c*) lack of transport facilities, the difference between the married and single rates for the station at which the family remains may be issued up to the earliest date on which the family could embark for home or rejoin the officer or airman, as the case may be, provided that he is not in receipt of "married" colonial, or other, allowance at his new station.

* *See* A.M.O. A.314/34 for the special conditions on which families may be admitted into Iraq, Sudan, Aden and Trans-Jordan.

Digitized by Google

5. Subject to clause 7, an officer or airman who is entitled to colonial allowance and who proceeds to another country on temporary duty will continue to draw the colonial allowance at the rate appropriate to his permanent station for a period not exceeding eight days. On the expiration of that period, colonial allowance will be issued, subject to clause 7, at the single rate, if any, for the country in which he is actually serving, and any colonial allowance previously in issue will cease; in addition, the difference between the married and single rates for his permanent station will be issued to an officer or airman who was in receipt of married rates at that station and who leaves his family there.

6. The foregoing rule relating to temporary duty will be applicable also to the personnel of aircraft cruising outside the country in which their permanent base is situated, the limit of eight days being applicable in this case to the stay at any one place and not to the total absence.

7. Colonial allowance will not be issued concurrently with a special inclusive rate of travelling allowance, except that an officer or airman who was in receipt of married rates at his permanent station and leaves his family there will receive the difference between the married and single rates for his permanent station.

8. Provided that the officer or airman remains on the strength of the command, colonial allowance will be continued during periods of authorised ordinary leave, accumulated leave and sick leave for which full pay is admissible under Chap. XVIII under the following conditions:—

(*a*) *Ordinary (including accumulated) leave.*—Subject to para. **3315,** clause 2, and to clause 3 (*b*) of this para., the rate admissible for the permanent station may be continued for the first 61 days of any period of authorised leave. An officer or airman who, when proceeding on leave from his command, is aware that he is not returning to it will, however, cease to be eligible for colonial allowance, except as provided in clause 4, with effect from the date of leaving the command.

(*b*) *Absence from duty on account of sickness:*—

(i) *Officers.*—Subject to para. **3315,** clause 2, and to clause 9 of this para., colonial allowance at the rate laid down for the permanent station may be issued to an officer when he is sick or on sick leave whilst he remains within the command. If he leaves the command temporarily, colonial allowance may be continued for a period not exceeding 61 days with effect from the date of leaving the command. Thereafter, for a single officer the issue of the allowance will cease until he rejoins the command, and for a qualified married officer, a member of whose family continues to reside in the command, the difference between the married and single rates of the allowance will be issued, up to and including the day preceding the date of the officer's return to the command. An officer proceeding on sick leave from his command, who, when he leaves the command, is aware that he is not returning to it, will, however cease to be eligible for colonial allowance except as provided in clause 4,

Digitized by Google

with effect from the date of leaving the command. When sick leave and ordinary or accumulated leave are combined, colonial allowance will not be admissible for more than 61 days in any one period.

(ii) *Airmen.*—The allowance may be issued at the rate for the permanent station when an airman proceeds on authorised sick leave under the same conditions as for an officer.

(*c*) If an officer or airman, during absence on leave or sick leave, is posted from a command in which colonial allowance is issuable, the colonial allowance will cease with effect from a date seven days after the officer or airman receives notification of such posting, or from the actual date of posting, whichever is earlier.

9. During sickness in a service hospital, or in another hospital when the cost is borne by public funds, colonial allowance, if otherwise admissible under the preceding clauses, will be continued, subject to a deduction of one-half of the appropriate single rate.

10. Colonial allowance will not be payable in respect of service in H.M. ships.

Section IX.—Air Attaché's Allowance.

3326. Air Attachés.—1. In addition to the pay of their substantive rank air attachés will be granted a foreign allowance, the amount of which will be determined by the Air Council, to assist them in defraying the expenses of their appointment.

2. The foreign allowance, which will be issued by the agents, will be inclusive of all other allowances, except that travelling allowance under the usual conditions will be admissible for journeys outside the capital city. No allowance will be admissible for entertainment or for locomotion within the city.

3. Subject to the provisions of clause 4, the foreign allowance will be issuable continuously from the date an officer takes up his posting to the date on which he leaves the capital city on termination of his posting. It will not be issuable either during the period of the journey to or from the capital city, or on transfer from one capital city to another.

4. Provided that his duties are performed without extra charge to the public, the foreign allowance may continue during periods of absence from duty on ordinary or local leave admissible under para. **1366** or owing to sickness, at the rate of 61 days' leave for each year of service at the capital up to a maximum accumulation of 183 days in any one year. In addition the foreign allowance may continue for a maximum period of 30 days in each year of service at the capital in respect of absence due to sickness, provided that the officer's duties are performed without extra charge to the public, that the sickness is duly certified by the officer's medical attendant and that the Air Council consider that the circumstances warrant the concession.

5. *Deleted.*

6. *See* para. **2949,** clause 1, as to the liability of foreign allowance to income tax.

Digitized by Google

SECTION X.—OUTFIT ALLOWANCE.

3336. Outfit Allowance—Entitlement*.—1. An allowance in aid of the purchase of uniform will be issued, subject to clause 2, at the following rates to an officer appointed to a permanent or short service commission (including a legal officer, medical quartermaster and director of music) or to a temporary commission as provided in (*d*) below:—

(*a*) If he is appointed to a permanent commission while serving on an ordinary peace attestation in the R.A.F. £100

(*b*) If he has had no previous service as an officer in H.M. forces or if any such previous service was terminated more than three years before the date of his new commission (except as provided in (*e*) below) £50

(*c*) If within a period of three years of the date of his appointment he has had previous service as an officer in the R.N., Army, Indian Army, R.M. or any of the auxiliaries of these forces, but not in the R.A.F. or its auxiliaries £25

(*d*) If he is granted a temporary commission on being seconded from the R.N., Indian Army or R.M., or any of the dominion air forces £25

(*e*) If he is appointed to a short service commission after training for such appointment in the Royal Australian Air Force or the Royal New Zealand Air Force .. £25

(*f*) If he is appointed to a short service commission after training for such appointment in the Royal Canadian Air Force £50

(*g*) If within a period of three years of the date of his appointment he has held a commission in the Reserve of Air Force Officers (including the Special Reserve) or Auxiliary Air Force, and was eligible for an outfit allowance under the regulations of his former service The difference between £50 and the amount previously issued and retained.

1A. Subject to the following provisions and to such further conditions as the Air Council may from time to time approve, an allowance for uniform will also be payable to officers specially commissioned or re-employed as officers at a time of national emergency:—

(*a*) The allowance will be payable only if the Air Council so decide at the beginning of the emergency.

(*b*) For officers appointed to temporary commissions the amount will be such as the Air Council may from time to time approve.

(*c*) For officers who have retired from the R.A.F. and are re-employed the amount will be half the amount payable to temporary officers under (*b*).

(*d*) No allowance will be payable to an officer already serving who is retained for service during the emergency or to a retired officer who holds (or, at the beginning of the emergency, held) a commission in the Auxiliary Air Force.

* For the rates and conditions governing entitlement to outfit allowance during the war *see* A.M.O. A.338/39.

Digitized by Google

2. Except in the following cases, the allowance will be payable in full when the officer joins for duty:—

(*a*) An airman appointed to a commission on probation will be granted £50 on appointment and the balance of £50 under clause 1 (*a*) will not be issued unless, and until, he is confirmed in his appointment.

(*b*) An officer appointed to a short service commission in the general duties, equipment or accountant branch will be credited with the allowance under special arrangements made with the accountant officer of the unit to which he is posted on being commissioned. If he resigns his commission or it is terminated for any reason before he has received the full allowance as laid down in clause 1, the balance not paid by the date on which the C.O. first becomes aware that resignation or termination is pending will not be issued unless claimed, and then only to the extent to which the claim is supported by outfitters' bills for approved items of uniform purchased on or before such date; such bills, if unpaid, and if accepted (in writing) by the officer as correct, should be submitted to the accountant officer for settlement.

3. No allowance is payable to officers of the R.N. and R.M. on their appointment to temporary commissions in the R.A.F. for service with the Fleet Air Arm.

3337. *Deleted.*

3338. Claims.—1. Except as provided in para. **3336,** clause 2 (*b*), an officer entitled to outfit allowance will submit his claim to the agents or accountant officer by whom his pay is issued, supported by the certificate required by clause 2.

2. An officer claiming outfit allowance will state under which category of para. **3336** he makes his claim and will detail all of H.M. forces in which he has previously served as an officer. He will also append a certificate from his C.O. that he has joined for duty.

SECTION XI.—FAMILY ALLOWANCE.

3348. Object of Allowance.—Family allowance will be issued to married airmen who have attained the age of 20* to assist them in providing homes for their families.

3349. Rates of Allowance.—1. Family allowance will be at basic weekly rates varying according to the ranks of the airmen, to which will be added allowances for children (as defined in para. **3352**); the rates will be promulgated from time to time in A.M.Os.† In determining the rate of allowance payable, children who are ineligible for family allowance will be ignored except as provided in para. **3353.** Special rates of family allowance may be paid in respect of families residing outside the United Kingdom or Eire.

* The age limit for the issue of family allowance is temporarily suspended.

† An additional allowance is payable during the war to families residing in the London postal area—*see* A.M.O. A.63/40.

Digitized by Google

2, 3 and 4. *Deleted.*

5*†. A deduction at the rate of 5*s.* aweek will be made from family allowance in the circumstances set out below, provided the allowance continues to be issuable in respect of children. If no allowance is issuable in respect of children, the issue of family allowance will cease entirely:—

(*a*) Death of the wife (*see* para. **3364**);

(*b*)‡ Admission of the wife to a state-aided institution (*see* para. **3370**);

(*c*) Separation of the airman and his wife by reason of estrangement (*see* para. **3365**);

(*d*)‡ Imprisonment of the wife (*see* para. **3367**);

(*e*) Misconduct of the wife (*see* para. **3368**).

3350. Deduction in Respect of Married Quarters.—*See* para. **1895B** in regard to the deduction to be made from family allowance when a married quarter is allotted to an airman.

3351. Qualifying Allotment.—It is a condition of the issue of family allowance that airmen should themselves contribute out of their pay towards the support of their families, and qualifying allotments at the rates and under the conditions set out in para. **2878** will be deducted from their pay and issued with and in augmentation of family allowance.

3352. Children§.—1. Family allowance (*see* para. **3349**, clause 1) will be issuable in respect of—

(*a*) the airman's legitimate children‖ or step-children;

(*b*) any children who may have been born to him and his wife before their marriage;

(*c*) any children adopted by him under the Adoption of Children Act, 1926, the Adoption of Children Act (Northern Ireland), 1929, or the Adoption of Children (Scotland) Act, 1930, provided that the airman is otherwise entitled to family allowance;

(*d*) any children adopted under the Acts mentioned at (*c*) by his wife before her marriage to him.

2. Subject to clauses 3 and 4, family allowance will be admissible in respect of children below the age of fourteen and will continue to be admissible beyond that age for so long as the child receives full-time instruction at a school or other educational establishment.

2A. Family allowance will also be admissible in respect of a child who, by reason of mental or physical infirmity, is incapable of contributing to its own support, provided that the infirmity arose before the

---

* *See* A.M.O. A.76/41 regarding the admissibility, during the war, of family allowance in full where a paid full-time housekeeper is employed.

† A deduction in respect of any child may be made from family allowance when billeting payments are made by the Ministry of Health in respect of that child.

‡ During the war, family allowance will be payable without reduction where the wife of an airman is an inmate of an institution (state-aided, rate-aided or otherwise), provided that the home is maintained.

§ *See* A.M.O. A.716/40 regarding the admissibility, during the war, of family allowance in respect of all children who are in fact being brought up as members of an airman's household.

‖ During the war the allowance in respect of a child may be issued for a period not exceeding three months before the expected date of birth.

Digitized by Google

child ceased to be liable for compulsory school attendance. The allowance will cease to be admissible if the child recovers sufficiently to be capable of contributing to its own support.

3. Family allowance will not be admissible, during the currency of the certificate, in respect of a child who is granted an employment certificate. Where a child is withdrawn from school, by permission of the local educational authorities, for the purpose of enabling him or her to give assistance in the home, family allowance will continue to be payable until the child attains the age of fifteen or is granted an employment certificate, whichever is the earlier.

4. Where a child attains the age of fifteen during the school holiday immediately following the child's last term at school, family allowance will continue to be paid until the fifteenth birthday.

5. No allowance will be issuable in respect of a child who is adopted by another person under the Adoption of Children Act, 1926, the Adoption of Children Act (Northern Ireland), 1929, or the Adoption of Children (Scotland) Act, 1930, or by deed without an order under any of these Acts. Payment of the allowance for such child will cease from the end of the pay week in which the adoption order of the court, or the deed of agreement, as the case may be, is dated. (*See* para. **2365A** as to the liability of airmen to report adoption.)

3353. Effect of Pension on Family Allowance.—1. (*a*) When an airman is in receipt of a pension from the Admiralty, the War Office, the Air Ministry or the Ministry of Pensions, and the pension includes an allowance or element in respect of his wife or children, family allowance will not be payable in full in addition thereto. If, however, the family allowance, which would otherwise be payable in respect of the individual for whom the pensionary allowance is being paid, exceeds the amount of the latter, the difference may be paid.

(*b*) When a pension from the Ministry of Pensions, is in issue to an airman's wife in respect of her own disablement, family allowance may be issued in full in addition thereto.

(*c*) When a pension, or element of pension or allowance, is in issue by the Ministry of Health under the Contributory Pensions Act in respect of a child, family allowance, if otherwise admissible, may be issued in full in addition thereto.

(*d*) When a pension, or element of pension or allowance, is in issue by the Admiralty, the War Office, the Air Ministry or the Ministry of Pensions for an airman's step-child, or statutorily-adopted child in respect of its deceased father, family allowance will not be issued in addition thereto. It may, however, be assumed that, but for the issue of such pension, a pensionary payment under (*c*) would have been issuable, and there may, therefore, be paid in respect of the child an allowance equal to the amount by which the sum of the assumed Contributory Pensions Act payment and the normal child's element of family allowance exceeds the pension being paid for the child in respect of its deceased father.

2. For the purpose of assessing the rate of allowance under clause 1(*d*), and determining the rate of family allowance for any other children of the airman, a child in respect of whom a pension or element of pension or allowance from the Admiralty, the War Office, the Air Ministry or

Digitized by Google

the Ministry of Pensions is in issue will be regarded as the eldest child of the family irrespective of the age of the child.

3. A child ineligible for family allowance under the normal rules but in respect of whom a pensionary allowance is in issue will be ignored in assessing the family allowance for the remainder of the family.

3354. Commencing Date of Issue.—1. Subject to clause 4, family allowance will become issuable for an airman's family as follows:—

(*a*) From the date of marriage, if the airman is over 20 years of age* at the date of marriage.

(*b*) From the date of attestation of a recruit who is over 20 years of age* on that date.

(*c*) From the date on which an airman already married attains the age of 20*.

See para. **467** as to the calculation of age.

2. Subject to clause 4, the additional allowance for a child born to the airman after the original assessment will take effect from the date of the child's birth.†

3. Subject to clause 4, the additional allowance for a child adopted by an airman will take effect from the date of the adoption order.

4. Claims for family allowance or for an increase in the allowance should be made immediately eligibility arises. Where application is not received within one month of the date of eligibility, or within two months of the date of the birth or adoption of a child (*see* clauses 2 and 3), payment will be made only as from the date of application, except in such special circumstances as may be approved by the Air Ministry. Such approval will not be given unless the circumstances represented show sufficient reason for the omission to make the claim at the proper time. (*See* para. **3356**, clause 9, as to formal claims in the absence of supporting certificates and also para. **4**, clause 2.)

3355. Issues During Periods of Leave, Imprisonment or Detention.—Family allowance is issuable during periods of ordinary leave, sick leave, arrest, imprisonment or detention, subject to paras. **3362** and **3363.**

3356. How Allowance Claimed.—1. The issue of family allowance will not be commenced until the relative marriage and birth certificates have been produced to, and checked by, the paying authority. For this purpose a certified extract from the register of births, and not a certificate of registry of birth, must be produced. For adopted children, the original adoption orders or the certified copies of the entries in the Adopted Children Register are also required.‡

2. The claim to family allowance of a recruit who had attained the age of 20* prior to attestation will be made immediately after attestation,

* The age limit for the issue of family allowance is temporarily suspended.

† During the war the additional allowance may be issued from a date three months before the expected date of birth.

‡ See footnote to clause 7 as to the necessary certificates for the period before the expected date of birth of a child.

Digitized by Google

on Form 850, which will be forwarded by the Officer i/c Records to the Air Ministry, together with the necessary certificates. When an airman rejoins from the reserve, Form 850 need not be accompanied by the airman's marriage certificate and the birth certificates of his children if these certificates have been previously produced and noted either during the airman's regular service or during his service in the reserve. Certificates which have been already noted will, if required, be obtained by the Air Ministry direct from the wife of the airman. A blank copy of Form 850 will be given to the recruit or reservist.

3. The claim of a serving airman to family allowance will be submitted on Form 850, accompanied by the requisite certificates (including the birth certificate of the airman himself) to the accountant officer. The completed Form 850 will be forwarded, through the usual channels, to the Air Ministry. A blank copy of the form will be given to the airman.

4. If the claim relates to children of a former marriage of either an airman or his wife, certification of such marriage will be necessary.

5. If the claim relates to a child born to an airman and his wife before marriage, evidence of re-registration of birth under the Legitimacy Act, 1926, will be required: where re-registration is precluded under that Act, the Air Ministry will require to be satisfied that the airman is the father of the child.

6. A claim by a serving airman in respect of an adopted child will be submitted on Form 850 accompanied by the original adoption order or a certified copy of the relative entry in the Adopted Children Register.

7.* A claim for a child born in the British Islands to an airman whose family is already in receipt of family allowance will be made by the payee direct to the Air Ministry on Form N.A. 20, copies of which can be obtained at any post office. This form, which will usually take the place of a birth certificate, will, after being noted at the Air Ministry, be sent to the Officer i/c Records, who will cause the necessary entries to be made in the airman's permanent record and on his service documents, and return the form to the Air Ministry. Where family allowance is being paid by the accountant officer of a unit abroad, a claim for a newly-born child should be made on Form 1413, which is obtainable from, and which must on completion be returned to, the paying unit. This form will be submitted with the cash account in support of the increased allowance.

8. Marriage and birth certificates and original adoption orders or certified copies of entries in the Adopted Children Register will, after being noted by the paying authority, be forwarded to the Officer i/c Records, in order that the necessary entries may be made on the airman's permanent record.

---

* During the war a claim to additional allowance in respect of a child may be made four months before the expected date of birth of a child as certified by a qualified medical practitioner or state certified midwife. If the claimant is living in the British Islands, Army Form O.1700–17, obtainable at any Post Office, should be completed and submitted to the Air Ministry.

Application by payees residing abroad should be made to the paying authority accompanied by a medical certificate showing the expected date of birth.

Digitized by Google

9. In consequence of para. **3354,** clause 4, an airman should be allowed to make a formal claim under clause 2 or 3, even if the supporting marriage and birth certificates and original adoption orders or certified copies of entries in the Adopted Children Register are not available. The formal claim should be retained by the unit until the necessary certificates are forthcoming unless the delay in obtaining supporting certificates is likely to be appreciable, when the formal claim, together with such certificates as are immediately available, should be forwarded to the Air Ministry for consideration, outstanding certificates following as soon as they are obtained.

3357. Method of Payment.—Family allowance will be paid as laid down in para. **2836.**

3358. To Whom Paid.—1. Family allowance will normally be paid to the airman's wife, but where there are children not in her care, payment for such children will be made to the airman if they are living with him, otherwise to their guardian or guardians. When an airman's children have been placed in the care of a guardian or guardians and the airman remains liable for their maintenance the total allowance admissible for all the children will be divided on the principle of an equal share for each child, provided, however, that the amount to be paid in respect of a step-child who is in receipt of a pension under para. **3812** shall not be less than the amount of that pension.

2. *See* paras. **3371** and **3372** as to the exceptions to this rule.

3359. Stoppage or Reduction of Family Allowance.—The issue of family allowance will be stopped or reduced in the circumstances described in paras. **3360** to **3372.**

3360. Death of Airman.—1. On the death of an airman, family allowance, together with an amount equal to the qualifying allotment, will be continued in issue for a period ending four weeks* after the Wednesday following the day on which the payee is officially notified of the death, or the actual date of death if the airman dies while living with his family, and will then cease; payment will not, however, be made concurrently with the issue of pension in respect of the airman or after the re-marriage of the widow.

2. If the family is abroad, payment as in clause 1 may be continued until the occurrence of the first opportunity of sending the family home after the death of the airman, subject to payment for a minimum period of four weeks*. A charge for messing during the passage home will not be made although embarkation may take place before the period of four weeks has elapsed. Should the widow elect to remain abroad, the issue will continue under the conditions laid down in clause 1.

3361. Appointment to Commissioned Rank.—Entitlement to family allowance will cease on the appointment of an airman to commissioned rank.

* The period of four weeks is temporarily extended to thirteen weeks.

Digitized by Google

3362. Absence without Leave.—1. Family allowance will not be issuable, except for the first seven days, for any period of absence without leave.

2. When an airman has been absent without leave for eight days the C.O. of the unit will at once inform the paying authority and the issue will cease forthwith. If the airman rejoins, payment of the allowance may be resumed from the date on which he rejoins, subject to recovery (from future payments of the allowance) of any over-issue that has occurred in respect of the period of absence. If the airman is acquitted of a charge of absence without leave, payment will be resumed with effect from the date of cessation.

3363. Discharge or Transfer to Reserve.—Entitlement to the allowance will cease from the end of the family allowance pay week in which an airman's discharge or transfer to the reserve takes place.

3364. Death of Wife or Child.—1. On the death of a wife or child, payment of the allowance will cease or will be reduced, as the case may be (*see* para. **3349,** clause 5), with effect from the end of the pay week in which the death occurs.

2. If there are children and they are not living with the airman, the allowance, together with the appropriate allotment, will be paid to their guardian. If, however, the children are living with the airman, payment of the allowance will be made direct to him. If he subsequently proceeds abroad, leaving the children behind, he will be called upon to nominate a guardian and to make an allotment as prescribed in para. **2878.**

3365. Separated Wives.—1. The allowance will cease or will be reduced, as the case may be (*see* para. **3349,** clause 5), when the wife is separated from the airman by a magistrate's order, by a decree of divorce (nisi or absolute), or owing to estrangement. The allowance will also cease in respect of any children who remain in the care of the wife. Issue of the allowance may be resumed if and when normal relationship is resumed.

2. An airman in respect of whom family allowance is in issue is required to notify his C.O. in writing immediately if he becomes separated, as defined in clause 1, from his wife. Failure to do so will render him liable to be charged with any consequent overpayment of family allowance. Any reports made to an officer by an airman concerning his family affairs, which may affect the issue of family allowance, will be brought promptly to the notice of the C.O. who will at once communicate the circumstances to the Air Ministry for consideration.

3. *See* para. **3467** in regard to maintenance stoppages.

3366. Application by Airman for Cessation of Allowance.—If an airman desires the payment of family allowance to cease or to be reduced he should notify the Air Ministry in writing through his C.O. and should state his reasons in full. The C.O. will investigate the airman's statements, and explain to him that in the event of his family being left destitute by reason of the stoppage or reduction of family allowance, he may be placed under a stoppage of pay under Section 145 (2) (*b*), Air Force Act.

Digitized by Google

3367*. Imprisonment of Wife.—If an airman's wife is sentenced to a term of imprisonment, the allowance will be reduced or will cease under para. **3349,** clause 5, during the period of imprisonment. (*See also* para. **3358** regarding children.)

3368. Misconduct of Wife.—Family allowance is liable to be reduced or stopped on account of serious misconduct by an airman's wife (*see* para. **3349,** clause 5). The allowance will also be liable to be stopped in respect of any children who remain in the care of the wife. All such cases will be referred to the Air Ministry immediately they are brought to notice. If the family is living with the airman at his station, or if the family is occupying married quarters though the airman is living away from the station, any allegations of misconduct will be investigated by the C.O. who will, if necessary, report the facts to the Air Ministry for instructions. If the allowance is being paid under local arrangements, payment will continue until specific instructions are received: where, however, it is clear that the wife no longer has the custody of any children for whom the allowance is issuable, payment of the allowance in respect of the children will be transferred to their guardian, if known and approved by the airman.

3369. Families on Board Ship.—Family allowance is not issuable for the family of an airman when accommodated on board ship at the public expense, except as provided in para. **3360,** clause 2.

3370*. Admission to State-Aided Institutions.—1. When an airman's wife is an inmate of an inebriate reformatory or other state-aided institution the allowance will be reduced or will cease, according to circumstances, under para. **3349,** clause 5.

2. Family allowance will not be admissible for a child who, as the result of a magistrate's order, is sent to an approved school (other than a day school) as defined in the Children and Young Persons' Act, 1932.

3. Family allowance will not be admissible for children who are maintained at the public expense, e.g. boys in the Duke of York's Royal Military School, even when they are away from school on holidays.

3371*. Admission to Rate-Aided Institutions.—1. Family allowance will be payable in respect of a child admitted to a rate-aided institution, except where the child is maintained without cost to the parents. If, however, the child is boarded out by the poor law authorities, or is maintained in an institution provided exclusively for the reception and maintenance of children, the allowance may be paid direct to the poor law authority even though no cost is incurred by the parents.

2. If the wife of an airman is admitted to a rate-aided institution and there are children maintained privately by the airman, the home being kept up meanwhile, the allowance will be paid direct to the airman, if the children are in his care. Where, however, the children are not living with the airman, payment of the allowance, together with the appropriate allotment, will be made to the children's guardians, if

* During the war, family allowance will be payable without reduction where the wife of an airman is an inmate of an institution (state-aided, rate-aided or otherwise), provided that the home is maintained.

Digitized by Google

approved by the airman, or to the local branch of the Soldiers', Sailors', and Airmen's Families Association for the benefit of the family. If the home is broken up, the allowance will be reduced under para. **3349,** clause 5, unless the airman pays for the full cost of his wife's maintenance.

3. If all the members of an airman's family are admitted to a rate-aided institution, no allowance will be admissible unless the existence of contractual obligations in connection with the upkeep of the airman's home (e.g. rent) is established, when the case will be submitted to the Air Ministry for decision. (No allotment should be recovered from the airman unless there is an order of court.)

3372. Admission to Hospital, Charitable Institution, &c.—1. When a member of an airman's family is admitted to and maintained in a hospital, at the public expense, payment of family allowance will be continued subject to the recovery therefrom of hospital charges under para. **1545.**

2*. When a member of a family is admitted to a civil hospital (except under para. **1534**) or a charitable institution, or is a voluntary inmate of an industrial school, the allowance or a portion thereof, according to circumstances, may be paid direct to the institution.

3373. Notification of Casualties.—1. In addition to the notification on the casualty form (Form 739) required by para. **2366,** all casualties affecting the payment of family allowance and allotments (*see* para. **2882**) will be separately notified to the paying authority on Form 852. Such casualties include—

(*a*) Death of airman.

(*b*) Discharge, transfer to or enlistment in the reserve.

(*c*) Desertion or absence without leave for more than seven days. (If the absence is not less than eight days it should be reported on the eighth day.)

(*d*) Close arrest, detention or imprisonment for more than seven days†, including apprehension by the civil police when the airman remains in custody for more than seven days†.

(*e*) Forfeiture of pay under Section 44 or 46, Air Force Act (*see also* para. **3467,** clause 7 (*b*)).

(*f*) Increase or reduction in pay involving change in rate of qualifying allotment.

(*g*) Promotion or reduction in rank involving a change in the rate of family allowance.

(*h*) Allotment or relinquishment of married quarters.

(*i*) Sickness caused by an offence under the Air Force Act.

All Forms 852 sent to the Air Ministry by a unit will be numbered consecutively, a fresh series of numbers being commenced on the first day of each calendar year. In addition Form 852, Serial No. 1, will show, at the top, the serial number of the last form issued in the preceding year.

* During the war, family allowance will be payable without reduction where the wife of an airman is an inmate of an institution (state-aided, rate-aided or otherwise), provided that the home is maintained.

† The period of 7 days has been extended during the war to 28 days (*see* A.M.O.A.488/40).

Digitized by Google

2. At units abroad, where family allowance is not being paid by the accountant officer, the notification of casualties will be made by signal to the Air Ministry and will be subsequently confirmed by Form 852. Where, however, family allowance is being paid locally, the notification to the Air Ministry will be made by Form 852 only.

3. Responsibility will rest with the C.O. for any overpayment in respect of family allowance which occurs as the result of omission to forward Form 852 as required by clause 1, or as the result of an entry thereon giving inaccurate or insufficient details.

Section XII.—Library and Text Book Allowances.

3377. Rate of Money Allowance for Recreational Libraries.—1. Library allowances will be granted at the following rates:—

For the first 1,000 airmen	£1 a year for each complete 40 airmen.
For numbers in excess of 1,000	£1 13*s.* 4*d.* a year for each complete additional 100 airmen.

The allowance will be claimed in the monthly cash account rendered to the Air Ministry, the claim being supported by the receipt of the president of the station institute. Payment will be made by the accountant officer to the president of the station institute.

2. The allowance will be issuable monthly in arrear and will be calculated on the pay strength at the station (excluding airmen in hospital) on the last day of the month. For hospitals the allowance will be similarly calculated on the total numbers of patients and staff.

3378. Object of Allowance.—Library allowance is granted for the provision, repair, and upkeep of recreational books, the supply of newspapers, periodicals and games, and in aid of the expenses of station recreational libraries and reading rooms, the subscriptions or charges required under para. **881** being also appropriated in aid of the expenses, instead of being credited to the public.

3379. Grant for Station Reference Libraries.—1. An annual grant in respect of each command (except India) will be made for the purpose of supplying each station with professional, educational and reference books to form the station reference library for the use of officers and airmen.

2. The grant will be at the rates laid down in para. **3380.** A monetary grant will not be paid, but books will be supplied through H.M. Stationery Office under the procedure laid down in para. **2285,** within the limits of the expenditure permitted.

3. Money unexpended in any financial year cannot be carried forward to the next.

3380. Amount of Grant and Special Instructions.—1. The procedure for the demand and supply of books is laid down in para. **2285.**

2. (*a*) The amount available for the purchase of books in any one financial year will be calculated at the Air Ministry at 1*s.* a head of estab-

Digitized by Google

lishment of the R.A.F. as a whole, officers and airmen (including boy entrants), as authorised on 1st April of that year, proportionate allowance being made for the estimated increase or decrease in establishment during the financial year. The cadets and apprentices at Cranwell and the apprentices at Halton and Ruislip, for whom special arrangements for the supply of books have been made, will not be included for this grant.

(*b*) This sum will be allocated by the Air Ministry to commands.

(*c*) Each command will set aside such an amount as is found desirable for the provision of sets of books to be circulated among units from headquarters; the remainder will then be apportioned to units as considered necessary.

(*d*) Each unit will prepare and forward, through the usual channels, demands for books to the value of the sum allocated to it by command headquarters.

(*e*) Demands prepared by units will be forwarded, after approval by the command headquarters, to reach the Air Ministry by 1st June. Demands for books to be circulated from command headquarters may be forwarded at any date not later than 30th November. In no circumstances will demands be addressed to H.M. Stationery Office.

(*f*) Units will indicate, in the space provided on the reverse of the demand (Form 184 and Form 184B), the authorised establishment on 1st April. Command headquarters will similarly indicate the amount allocated to units.

3381. Reference Library, R.A.F. College, Cranwell.—1. The library is for the use of the cadets and their instructors, and the money available is a maintenance grant of £75 a year. Demands for books will reach the Air Ministry on 1st July and 1st November.

2. An inventory will be kept of all books in the library, the form of inventory being determined by the A.O.C. who will arrange for a complete audit of the library records once a year.

3382. Reference Library, Aircraft Apprentices' Schools.—1. The library is intended for the use of the aircraft apprentices under training and the instructional staff. An initial grant is available amounting to 5s. for each apprentice entered until the full number normally to be under training at any one time is reached. In addition an annual upkeep grant will be allowed at the rate of 1s. for each apprentice under training, but the 5s. initial grant and the 1s. maintenance grant cannot both be claimed in respect of the same apprentice in any one financial year. Demands for books will be submitted twice a year, to reach Air Ministry by 1st April and 1st October, respectively. So far as the maintenance grant is concerned, the basis of calculation will be the number of apprentices under training who are eligible for the grant on the dates in question.

2. An inventory will be kept of all books in the library, the form of inventory being determined by the A.O.C. who will arrange for a complete audit of the library records once a year.

3383. Text-Books.—1. An annual grant in respect of each command (except India) will be made for the purpose of supplying each station with text-books for work under the general education scheme. Grants

Digitized by Google

will also be made in respect of apprentices' or boy entrants' schools, schools for men under training and children's schools overseas.

2. A monetary grant will not be made, but books will be supplied through H.M. Stationery Office under the procedure laid down in para. **2285** within the limits of the expenditure permitted. Demands will be submitted through the usual channels, to reach Air Ministry on 1st June and 1st December, except in the case of apprentices' or boy entrants' schools, demands for which will be submitted on 1st May and 1st October. As regards the general education scheme, a portion of the grant to which a command is entitled will be allocated to the provision of sets of books for distribution from command headquarters.

3. Surplus text-books will be dealt with as laid down in para. **2289.**

4. An inventory on Form 503 will be kept of all the text-books supplied and arrangements will be made for the records up to and including 31st January to be audited annually. The procedure for maintaining inventories and making audits will be similar to that prescribed for station reference libraries in para. **882,** clause 3.

3384. Provision of Technical Periodicals.—1. The C.Os. of certain stations at home may purchase from public funds for use in the officers' mess certain technical periodicals as notified in A.M.Os.

2. Bills for the supply of technical periodicals under this para. will be paid by the accountant officer, who will obtain the signature of the C.O. certifying that they have actually been received and used as provided for herein.

3. Area and sub-area works officers may purchase certain technical periodicals as laid down in A.M.Os.

Section XIII.—Funeral Expenses.

3394. Funeral Expenses—When Admissible and Rates of.—1. Funeral expenses in respect of deceased officers and airmen are admissible as a charge against public funds within the limits and in the circumstances specified in this para. Entitlement to funeral expenses will, however, be admissible only—

(*a*) if an officer serving on the active list dies as the result of an aircraft accident;

(*b*) if an airman at the time of his death was in receipt of pay from air force funds, or if he dies in a R.A.F. hospital after discharge;

(*c*) if an airman dies elsewhere than in a R.A.F. hospital after discharge from disabilities attributable to service.

2. Free transportation of the body, or free railway travelling by the relatives, of a deceased officer or airman, may be provided as laid down in paras. **3033** and **3034.** These facilities, if provided, will not be reckoned in diminution of any amount which may be payable under clause 5.

3. Where clause 5 (*a*) applies, any expenses in excess of £14, and where clause 5 (*c*) applies, the whole of the funeral expenses, must be met as a preferential charge on the deceased officer's estate. The expenses will be kept as low as possible by utilising service motor transport to the

Digitized by Google

fullest extent admissible under paras. **170** to **172** (whether the funeral is an air force funeral or not) and also by using the services of a chaplain or officiating chaplain, when available. Where clause 5 (*e*) applies, any expenses in excess of £7 10*s*. must be met as a preferential charge on the deceased airman's estate. When the relatives elect to have the body of the deceased sent for burial privately, the C.O. will inform them immediately of the extent of the assistance that may be rendered from air force funds, and explain that the sum of £7 10*s*. is subject to deduction in respect of any expenses incurred by the unit in the provision of a coffin, etc.

4. All expenditure incurred from public funds in connection with the funeral expenses of a deceased officer or airman will be notified in detail to the Air Ministry with the least possible delay after the completion of the arrangements. The parent unit will be responsible for furnishing the information if burial has been arranged for elsewhere. All claims by the relatives of a deceased officer or airman for funeral expenses will be forwarded to the Air Ministry for adjustment. Payments by units will thus be limited to charges arising from their local contracts for coffins, undertakers' services and attendance.

5. The following table shows the maximum amounts payable in the circumstances stated; they will not be exceeded without Air Ministry sanction:—

Circumstances of death.	Maximum amount payable.	Remarks.
	Officers.	
(*a*) Death resulting from aircraft accident at home.	£14	Except as provided in paras. **170** to **172** and in clause 2, any expenses met by the unit (e.g. provision of coffin) should be abated.
(*b*) Death resulting from aircraft accident abroad.	Necessary funeral expenses.	
(*c*) Death from other causes, at home and abroad.	Nil.	
	Airmen.	
(*d*) Death from any cause, at home or abroad, when burial takes place at the unit or hospital.	Contract price of funeral.	If there is no contract price the necessary funeral expenses incurred may be paid.
(*e*) Death from any cause where burial takes place away from the unit and not at a hospital (i.e. where relatives remove the body for burial, or where the airman dies, and is buried away from the unit).	£7 10*s*.	Except as provided in paras. **170** to **172** and in clause 2, any expenses met by the unit (e.g. provision of coffin) should be abated.
(*f*) Death after discharge from disabilities attributable to service.	£7 10*s*.	This heading relates to death occurring elsewhere than in a R.A.F. hospital and a grant from air force funds may only be made, with Air Ministry sanction, in certain exceptional circumstances.

Digitized by Google

CHAPTER XXXIX.

FULL PAY, DEDUCTIONS AND STOPPAGES.

SECTION I.—OFFICERS.

3413. Commencement of Full Pay.—1. The pay of an officer on appointment to a commission, on promotion, and on restoration to full pay, will commence from the date of his commission, promotion or restoration, respectively, as stated in the *London Gazette*, subject, where applicable, to the following conditions:—

(*a*) The first issue of pay to an officer on first appointment to a commission either from civil life, or after passing through the R.A.F. College, will not be made until he joins, or embarks, for duty (*see also* para. **2776**).

(*b*) An officer appointed to a commission in the general duties branch direct from a university, or the Royal Military College, Kingston, Canada, will not receive pay in respect of any period of antedate granted under para. **325.** Pay as pilot officer will commence as from the actual date of joining for air force duty, and pay as flying officer as from the effective date of promotion to that rank as defined in para. **351,** clause 2. Pay as flight lieutenant will commence as from the effective date of promotion to that rank (*see* para. **353,** clause 3).

(*c*) An officer appointed to a commission in the medical branch will not receive pay in respect of any period of secondment or antedate approved under para. **326.** Pay will commence as from the actual date of joining for air force duty.

2. The progressive increments of pay provided for in the several scales of pay set out in para. **3419** will commence as from the day following the date upon which an officer completes, under the regulations contained in para. **3434,** the specified period of service. An officer will apply to his agents stating the date from which he considers himself entitled to the progressive increment. If the agents agree with the date given by the officer, payment will commence accordingly. Where, however, an officer is unable to agree with his agents as to the date of commencement, he will refer his claim to the Air Ministry, through the usual channels. Claims for progressive increments in respect of directors of music and medical quartermasters and of officers in the payment of accountant officers will be referred to the Air Ministry before any issue is made.

3. The issue of pay to an officer who has been absent without leave will be recommenced from the date of his receipt into custody or of his return to his unit, as appropriate, and this date should be communicated as laid down in para. **1385.**

3414. Cessation of Full Pay.—1. An officer who is placed on half-pay, or retired, or transferred to the reserve (except as provided in para.

Digitized by Google

1380, clause 2) or who resigns his commission, will not be entitled to pay beyond the date preceding that specified in the *London Gazette*, except that, if serving abroad, he may be allowed pay to the date on which his being placed on half-pay, or his retirement, or transfer to the reserve, or resignation, is notified in the casualty form (Form 747) of the unit, provided that he continues to do duty to such date. An officer in similar circumstances who is serving in one of H.M. ships may continue to receive pay until an opportunity occurs of landing him at a home port, or of landing him for passage to England if the ship is stationed outside home waters. In no circumstances will any pay be issued beyond the gazetted date without Air Ministry sanction. Claims under this clause will, therefore, be forwarded for approval to the Air Ministry and will be accompanied by a certificate signed by the officer's C.O. or by the captain of the ship, as appropriate.

2. For a short service or medium service officer, the date of transfer to the reserve to be notified in the *London Gazette* will normally be that of the day following the date of the termination of the period of service on the active list for which he is liable. If, however, owing to the exigencies of the service, a short service or medium service officer is necessarily retained abroad beyond the due date of termination of his period of service on the active list, his transfer to the reserve will be gazetted with effect from the day following that of his arrival in England from abroad, provided he returns at the earliest available opportunity.

3. An officer who is cashiered, or dismissed or removed from the service, or whose commission is cancelled, will receive pay up to and including the date preceding that given to the notification in the *London Gazette*. For an officer cashiered or dismissed the service by sentence of court martial, the date in the *London Gazette* will be that of promulgation of the sentence: for an officer removed from the service in consequence of a sentence of imprisonment by the civil power, the date in the gazette will be that of conviction.

4. An officer who is seconded for service with another government department, or foreign or colonial government, or for civil employment elsewhere, will cease to be entitled to full pay from air force funds (unless with the special sanction of the Air Council in any exceptional circumstances) as from the date of secondment as notified in the *London Gazette*.

5. An officer who is seconded to the R.N. or Army will cease to be entitled to full pay from air force funds from the effective date of his secondment as notified in the *London Gazette*.

6. An officer who is seconded from the R.N. or Army to the R.A.F. will cease to be entitled to pay from air force funds from the date on which his temporary commission in the R.A.F. is terminated as notified in the *London Gazette* or he ceases to be employed on the active list of the R.A.F.

6A. An officer recalled to service under para. **3542** or otherwise specially taken into employment by reason of a national emergency will not be entitled to pay beyond the date on which he ceases to perform duty unless he has been granted full pay leave or sick leave extending

Digitized by Google

beyond that date, or is a prisoner of war or missing, in which circumstances—

(*a*) pay will be allowable for the period of leave which, however, will terminate on the issue of orders to the effect that the officer's services are no longer required;

(*b*) the continuance of sick leave with pay after the beginning of general demobilization will be subject to such rules relating thereto as may be in force at the time (*see* para. **1380**, clause 6);

(*c*) the date to which pay may continue to be credited to the account of an officer who is a prisoner of war or missing will be decided by the Air Council.

7. If an officer on full pay dies, his pay will cease as from the day following the date of his death. The officer's C.O. will be responsible that the accountant officer is notified without delay. The agents will be informed by the Air Ministry on receipt of the notification required by paras. **2310** to **2312** and **2314**. But, whether such notification is made or not the agents, or accountant officer, will not be relieved of responsibility in respect of any over-issue if the circumstances are such that they might have become acquainted with them by due inquiry.

8. The pay of an officer will cease from the date on which he absents himself without leave, and any charge for pay during his absence will not subsequently be admitted without the consent of the Air Council. Notification of such absence should be made as laid down in para. **1385**. In the absence of information that the officer has been received into custody or has returned to his unit the issue of pay to the officer for the month in which he absented himself will be withheld and the Air Ministry so notified.

3415. Pay during Leave.—An officer will be entitled to full pay during the periods of leave and sick leave indicated in Section I of Chapter XVIII, subject to the conditions therein laid down and, where applicable, to the provisions of paras. **3430** and **3430A.**

3416. Officer Acting in a Higher Rank*.—1. An officer who is ordered to perform, in any circumstances, duties for which an officer of higher rank than himself is allowed by establishment will not have any right to receive the pay of such higher rank, nor of any intermediate rank, nor to be given the acting rank itself.

2. It is possible that very exceptional circumstances may arise at a station abroad under which an officer may be required to undertake responsibilities quite beyond those for which he can be reasonably held liable under clause 1, and for a length of time which would render payment at the rate of his substantive rank inequitable. Any proposal for acting rank in such circumstances will require Air Council authority, and, in referring the matter to the Air Ministry, the air or other officer commanding will state whether he considers the conditions warrant the grant of acting rank with pay or acting rank without pay.

* The rules regarding the grant of acting rank during the war are contained in A.M.O.A.913/40.

Digitized by Google

3. It is to be clearly understood that acting rank, and particularly acting rank with pay, will only be granted in the most exceptional circumstances.

3417. Officers Seconded or Reseconded from Other Services—Rates of Pay.—1. Officers holding permanent commissions on the active list of the R.N. or regular Army, who may be seconded to the R.A.F. with temporary commissions therein, will not have any right to receive the pay or emoluments of their naval or military rank while so seconded. They will be paid according to the substantive rank which they hold, or are promoted to, in the R.A.F.

2. Officers holding permanent commissions on the active list of the Indian Army, who may be seconded to the R.A.F. with temporary commissions therein, will receive pay while on the Imperial establishment as follows:—

(*a*) While serving at home they will be paid according to the substantive rank which they hold in the R.A.F., with the addition of Indian allowance under the Pay and Allowance Regulations of the Army in India.

(*b*) While in Egypt they may elect to be paid at either air force rates according to the substantive rank which they hold in the R.A.F. (without Indian allowance), or at Indian rates according to their substantive rank in the Indian Army.

3. Officers holding permanent commissions on the active list of the regular Army, who are reseconded to the R.A.F. with temporary commissions therein and whose substantive Army rate of pay together with allowances at Army rates is greater than their R.A.F. rate of pay together with allowances at R.A.F. rates, may elect, at the commencement of their period of resecondment, to receive the pay and allowances of their substantive Army rank until by promotion in the R.A.F. they become eligible for higher emoluments in respect of their R.A.F. rank.

3418. *Deleted.*

3419. Rates of Pay (except for Officers serving on the Indian Establishment).—Subject to paras. **3417** and **3420** to **3423**, the daily rates of pay for officers serving in the several branches of the service will be as set out below. Where the rates provide for an increase after a definite period of service, "service" will be calculated under the rules contained in para. **3434.**

Digitized by Google

1 Rank.	2 General Duties Branch.	3 Technical Branch.	4 Administrative and Special Duties Branch and Meteorological Branch.†	5 Balloon Branch.	6 Equipment Branch.	7 Accountant Branch.	8 Medical Branch.	9 Dental Branch.	10 Legal Branch.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
Acting pilot officer	0 11 10	0 11 10	0 10 0	0 10 0	0 10 0	0 11 0	—	—	—
Pilot officer	0 14 6	0 14 6	0 11 10	0 11 10	0 11 10	0 13 6	—	—	—
Flying officer	0 18 2	0 18 2	0 13 6	0 13 6	0 13 6	0 17 2	1 1 8	0 18 2	—
,, ,, after 3 years in the substantive rank	—	—	0 16 4	0 16 4	0 16 4	—	—	—	—
,, ,, ,, 4 ,, ,, ,, ,,	—	—	—	—	—	0 19 0	—	—	—
Flying Officer granted permanent commission from warrant rank, or appointed under A.M.O. A.479/42.	—	—	0 17 2	0 17 2	0 17 2	0 17 2	—	—	—
Flight lieutenant	1 1 9	1 1 9	0 19 0	0 19 0	0 19 0	1 0 0	1 3 6	1 1 8	1 3 6
,, ,, after 2 years in the substantive rank	—	—	—	—	—	—	1 5 4	1 3 6	—
,, ,, after passing promotion examination B and completing 2 years' service in the substantive rank (*see* para. **3422**)	1 3 6	1 3 6	—	—	—	—	—	—	—
,, ,, after 3 years in the substantive rank	—	—	1 0 10	1 0 10	—	1 0 10	—	—	*1 4 6
,, ,, after passing promotion examination E and completing 3 years' service in the substantive rank (*see* para. **3422**)	—	—	—	—	1 0 10	—	—	—	—
,, ,, after 4 years in the substantive rank	—	—	—	—	—	—	1 7 2	1 5 4	—
,, ,, after 2 years since qualifying for the rate of £1 3*s.* 6*d.* (*see* para. **3422**)	1 5 4	1 5 4	—	—	—	—	—	—	—
,, ,, after 6 years in the substantive rank	—	—	—	—	—	—	—	1 7 2	—
,, ,, ,, 7 ,, ,, ,, ,,	—	—	1 2 8	1 2 8	—	1 2 8	—	—	—
,, ,, after 7 years in the substantive rank (subject to having passed promotion examination E) (*see* para. **3422**)	—	—	—	—	1 2 8	—	—	—	—
,, ,, after 11 years' commissioned service	—	—	—	—	—	—	—	—	1 6 0
,, ,, ,, 14 ,, ,, ,, ,,	—	—	—	—	—	—	—	—	1 10 6

* Issued as a war measure.

† Also R.A.F. Regiment and Medical and Dental Quartermasters.

Digitized by Google

1	2			3			4			5			6			7			8			9			10		
Rank.	General Duties Branch.			Technical Branch.			Administrative and Special Duties Branch and Meteorological Branch.			Balloon Branch.			Equipment Branch.			Accountant Branch			Medical Branch.			Dental Branch.			Legal Branch.		
	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.	£	s.	d.
Flight Lieutenant (if granted permanent commission from warrant rank).	—			0	19	10	—			—			0	19	0	0	19	0	—			—			—		
,, ,, after 3 years in the substantive rank	—			1	1	8	—			—			1	0	10	1	0	10	—			—			—		
,, ,, ,, 6 ,, ,, ,, ,,	—			1	3	6	—			—			—			—			—			—			—		
,, ,, ,, 7 ,, ,, ,, ,,	—			—			—			—			1	2	8	1	2	8	—			—			—		
Squadron leader..	1	10	10	1	10	10	1	9	0	1	9	0	1	9	0	1	9	0	1	15	4	1	11	8	1	15	6
,, ,, after 2 years in the substantive rank	1	11	8	1	11	8		—			—			—			—		1	18	10	1	13	6		—	
,, ,, ,, 4 ,, ,, ,, ,,	1	12	6	1	12	6		—			—			—			—		2	0	8	1	15	4		—	
,, ,, ,, 6 ,, ,, ,, ,,	1	13	4	1	13	4		—			—			—			—		2	4	4	1	18	10		—	
,, ,, ,, 8 ,, ,, ,, ,,	1	14	2	1	14	2		—			—			—			—			—		2	0	8		—	
,, ,, ,, 10 ,, ,, ,, ,,		—			—			—			—			—			—			—		2	3	0		—	
,, ,, ,, 22 years' commissioned service		—			—			—			—			—			—			—			—		2	0	6
Squadron Leader (if granted permanent commission from warrant rank).		—		1	9	10		—			—			—			—			—			—			—	
Wing commander	1	16	2	1	16	2	1	13	6	1	15	0	1	13	6	1	13	6	2	9	10	2	9	10	2	10	0
,, ,, after 2 years in the substantive rank	1	18	8	1	18	8		—			—			—			—		2	11	8	2	11	8		—	
,, ,, ,, 3 ,, ,, ,, ,,		—			—		1	15	4		—		1	15	4	1	15	4		—			—			—	
,, ,, ,, 4 ,, ,, ,, ,,	2	1	2	2	1	2		—			—			—			—		2	17	0	2	14	4		—	
,, ,, ,, 6 ,, ,, ,, ,,	2	3	8	2	3	8	1	18	0		—		1	18	0	1	18	0		—			—			—	
,, ,, ,, 8 ,, ,, ,, ,,	2	6	2	2	6	2		—			—			—			—			—			—			—	
,, ,, ,, 10 ,, ,, ,, ,,	2	8	8	2	8	8		—			—			—			—			—			—			—	
Group captain	2	9	10	2	9	10	2	5	4	2	7	6	2	5	4	2	5	4	3	3	4	2	18	10	2	11	10
,, ,, after 2 years in the substantive rank	2	12	6	2	12	6		—			—			—			—			—			—		2	14	6
,, ,, ,, 3 ,, ,, ,, ,,		—			—			—			—			—			—			—		3	3	4		—	
,, ,, ,, 4 ,, ,, ,, ,,	2	15	2	2	15	2		—			—			—			—			—			—		2	17	2
,, ,, ,, 6 ,, ,, ,, ,,	2	18	0	2	18	0		—			—			—			—			—			—		3	0	0
Air commodore	3	1	0	3	1	0	2	15	0	2	18	0	2	15	0	2	15	0	3	12	4	3	7	0	3	0	4
Air vice-marshal	4	10	6	4	10	6		—		4	2	6	3	15	0		—		4	10	6		—			—	
Air marshal	5	8	8		—			—			—			—			—		5	8	8		—			—	
Air chief marshal	6	6	8		—			—			—			—			—			—			—			—	

Note.—The technical, administrative and special duties, and balloon branches were introduced by A.M.Os. A.228/40 and A.348/40

Digitized by Google

	Chaplains Branch.	Directors of Music.
	£ s. d.	£ s. d.
On appointment	0 15 4	0 17 2
After 3 years	0 18 2	0 19 0*
,, 4 ,, ...	—	—
,, 6 ,, ...	1 3 6	—
,, 8 ,, ...	—	1 0 10
,, 9 ,, ...	1 6 2	—
,, 12 ,, ...	1 9 0	1 2 8
,, 15 ,, ...	1 11 8	1 7 2
,, 18 ,, ...	1 14 4	—
,, 21 ,, ...	1 17 2	—
,, 24 ,, ...	1 19 10	—
,, 27 ,, ...	2 2 6	—
,, 30 ,, ...	2 5 4	—
When specially promoted to wing commander	—	1 11 8

3420. Officers Commissioned from Warrant Rank—1. While serving in the ranks of flying officer, flight lieutenant and squadron leader, officers of the administrative and special duties branch commissioned from warrant rank for *photographic duties* will receive pay at the rates laid down for officers granted permanent commissions from warrant rank in the technical branch (*see* A.M.O. A.708/41 (para. 7)).

2. Except where otherwise indicated, officers commissioned from warrant rank will receive the rates of pay of their rank and branch.

3421. Airmen appointed to Commissions.—Airmen appointed to commissions in the ranks of acting pilot officer, pilot officer, and flying officer will receive the pay of their rank and branch, or a rate of pay 1*s.* 6*d.* a day greater than the substantive pay plus good conduct badge pay but excluding war pay which they last received as airmen, whichever is more advantageous.

3422. Promotion Examinations.—Promotion examinations are suspended for the duration of the war (*see* A.M.O. A. 913/40).

3423. Retention of Special Rates.—1. Flying officers of the general duties branch who, prior to 1st August, 1938, were in receipt of a daily rate of pay of £1 0*s.* 10*d.* (the rate then payable after 2 years in the substantive rank) will continue in receipt of that rate while they continue to serve in the general duties branch on the commissions they held on that date.

2. The following daily rates of pay, viz.:—

Flying officer	£1 0*s.* 10*d.*
,, ,, after 2 years in the substantive rank	£1 2*s.* 8*d.*
Flight lieutenant	£1 6*s.* 2*d.*

will be issued to (*a*) officers serving in the general duties branch on 30th September, 1925, while they continue to serve in that branch on the commissions they held on that date, and (*b*) officers seconded to the R.A.F. after 30th September, 1925, for service in the general duties branch, provided that from that date inclusive up to the date of secondment

* As a war measure and with effect from 1/11/42.

Digitized by Google

they have held permanent commissions on the active list of the R.N., the R.M., the Regular Army or the Indian Army. When, however, an officer holding a short service or temporary commission (including an officer seconded or attached to the R.A.F.) is granted a permanent commission in the general duties branch with effect from a date subsequent to 30th September, 1925, he will be eligible only for the rates shown in col. 2 of para. **3419** from the date of his permanent commission.

3. The following daily rates of pay, viz.:—

Flying officer	17*s.* 2*d.*
,, ,, after 4 years in the substantive rank	19*s.* 0*d.*

will be issued to officers serving in the equipment branch on 30th June, 1926, while they continue to serve in that branch on the commissions they held on that date. When, however, an officer holding a short service or temporary commission is granted a permanent commission in the equipment branch with effect from a date subsequent to 30th June, 1926, he will be eligible only for the rates laid down in col. 6 of para. **3419** from the date of his permanent commission.

4. Flight lieutenants of the equipment and accountant branches and officers commissioned from warrant rank who were promoted to the rank of flight lieutenant before 14th April, 1939, will receive pay at the following rates:—

	Engineer, signals, armament and photography officers commissioned from warrant rank.	Other officers.
Flight lieutenant	£1 1*s.* 8*d.*	£1 0*s.* 10*d.*
,, ,, after 3 years in the substantive rank	£1 3*s.* 6*d.*	—
,, ,, after 4 years in the substantive rank	—	£1 2*s.* 8*d.*

Officers of these categories who were promoted to the rank of flight lieutenant on 14th April, 1939, and who on that date had completed more than 3 years' service in the rank of flying officer will receive the rates of pay set out in para. **3419**, except that (*a*) the first increment will become payable on completion of 6 years' service from the date of promotion to flying officer, provided promotion examination E has been passed if applicable (*see* para. **3422**), and (*b*) the period of service required to qualify for the second increment will reckon from the date of award of the first increment.

5. Squadron leaders of the medical branch who held that rank on 30th April, 1934, will receive pay at the rate of £2 5*s.* 4*d.* after 10 years' service in the rank.

3424 to **3429.** *Deleted.*

3429A. Pay During Unemployment.—Officers who, being fully employable, are temporarily unemployed for service reasons and are to be

Digitized by Google

re-employed in due course will receive full pay as though on ordinary leave. (*See* para. 3236A as regards allowances during unemployment.)

3430. Officers (Other than Members of the Air Council) Serving at the Air Ministry.—1. Subject to clauses 2 and 4, an officer posted to the Air Ministry as a director or deputy director, or for staff duties, will receive the full pay and allowances of his rank, together with additional pay at the following yearly rates:—

Rank.	*Rate.*
(*a*) Air commodore or group captain posted as director	£226 10*s.*
(*b*) Air commodore or group captain other than as at (*a*)	£90 10*s.*
(*c*) Wing commander, squadron leader	£90 10*s.*
(*d*) Flight lieutenant and below	£68 0*s.*

2. An air vice-marshal holding a post as director will normally receive the pay and allowances of his rank, but no additional pay.

3. The emoluments of the Chaplain-in-Chief will be those applicable to his service as a chaplain together with additional pay as at (*b*) of clause 1.

3A. *Deleted.*

4. An officer who, on promotion to the rank of squadron leader, continues to fill a post for flight lieutenant on the Air Ministry establishment, pending replacement by an officer of the appropriate rank, will receive the lower rate of additional pay.

5. An officer who is attached to the Air Ministry for duty as an attached officer will receive the full pay and allowances of his rank together with additional pay at the yearly rates laid down in clause 1. If, however, the attachment is terminated within 91 days for reasons beyond the officer's control, payment of additional pay will be readjusted to the rate of 9*s.* a day for each day's service at the Air Ministry. If an officer is posted from duty at the Air Ministry and is subsequently attached for duty as an attached officer before six months have elapsed, his service at the Air Ministry will be regarded as continuous for the purpose of the operation of this clause.

6. Additional pay under clauses 1, 3 and 5 may be continued to an officer during periods of absence on ordinary or sick leave, reckoned as laid down in Section I of Chapter XVIII, not together exceeding 61 days in any financial year, provided that his duties are performed without extra charge to the public. An officer who requires sick leave in addition to ordinary leave may receive the pay of his posting for a period of thirty days in any financial year in addition to the 61 days' leave allowed above, provided that his duties are performed without extra charge to the public, and the director under whom the officer is serving considers that the case warrants the concession. A director or deputy director who requires sick leave in addition to ordinary leave will, however, usually be replaced.

7. The additional pay authorised in clauses 1, 3 and 5 will be issued by the agents, or accountant officer through whom the officer draws his

Digitized by Google

pay, and will be payable only to an officer who is posted or attached as therein provided. It will not be payable to an officer who is attached for temporary duty.

3430A. Additional Pay—Medical Branch.—Additional pay at the rates shown below will be issued to an officer posted for the following duties:—

Consultant in Applied Physiology (if below the rank of group captain)—a maximum of £181 a year subject to the proviso that pay plus additional pay does not exceed the pay of a group captain.

Squadron leader, or an officer of lower rank, employed as Chief Assistant to the Consultant in Applied Physiology—£90 10*s.* 0*d.* a year.

This additional pay will be issued by the agents, or accountant officer, through whom the officer draws his pay and will be admissible during leave and sick leave under the conditions laid down in para. **3430,** clause 6.

3431. Air Aides-de-Camp.—1. An officer who holds an appointment on the paid establishment of air aides-de-camp to the King will be paid the sum of 10*s.* 6*d.** a day in addition to the full pay or half-pay to which he may be entitled.

2. For an officer on full pay, issue will be made by the agents, or the accountant officer, from whom he draws his full pay.

3. For an officer on half-pay, issue will be made by the agents from whom he would normally draw his full pay.

4. The appointment of principal air aide-de-camp to the King is unpaid.

3432.—Indian Rates of Pay.—Officers serving on the Indian establishment will receive their pay from the Indian Government under Indian regulations. Pay at Indian rates will commence as from the date of disembarkation in India (but *see* para. **2780** as to advances of pay).

3433. Officer Posted to India for Temporary Duty.—An officer who is posted to India for temporary duty will not be transferred to Indian payment, but will remain in the payment of his agents, or of the accountant officer, as appropriate.

3434. "Service" for Increments of Pay.—1. The rules contained in this para. will be followed for the purpose of determining the date from which an officer will be entitled to receive increments of pay, except for a legal officer, a medical quartermaster and a director of music, who will be dealt with under the regulations laid down from time to time for Army officers of the military department of the office of the Judge Advocate General, quartermasters of the Royal Army Medical Corps and directors of music in the Army respectively.

2. *Deleted.*

* As from 1st June, 1941, the rate will be 3*s.* 6*d.* a day (*see* A.M.O.A 519/41).

Digitized by Google

2A. A medical officer who is seconded or who receives an antedate under para. **326** will, subject generally to the rules contained in this para. count his service for progressive pay as a flight lieutenant from the date of the seniority granted to him in that rank under para. **355,** clause 1.

2B. A dental officer who is seconded or who receives an antedate under para. **326A** will, subject generally to the rules contained in this para., count his service for progressive pay as a flight lieutenant from the date of the seniority granted to him in that rank under para. **355A,** clause 1.

3. Except as provided in clauses 2A and 2B, seniority granted in a rank earlier than the actual date of promotion to the rank will not count towards increase of pay.

4. Service in the Reserve of Air Force Officers including the Special Reserve, or in the Auxiliary Air Force, other than mobilized or embodied service or service during a period of special employment with the regular air force, will not count towards increase of pay.

5. Service on full pay in the substantive rank in the R.A.F. will be allowed to count, except that—

(*a*) service, other than commissioned service as a medical officer, will not count towards increase of pay as a medical officer in the R.A.F.;

(*b*) service, other than commissioned service as a chaplain, will not count towards increase of pay as a chaplain in the R.A.F.;

(*c*) subject to clause 5A, service on an earlier commission will not count towards increments of pay.

5A. A retired officer or a reserve officer who is re-employed in a substantive rank lower than that in which he was last employed on the active list may count for increments of pay in that rank previous service on full pay in the same or any higher substantive rank; on promotion he will receive the minimum rate of pay of the rank to which he is promoted and previous service in that rank will not count.

6. Service in the R.N., or R.M., or the Army will not count towards any increase of air force pay.

7. The following service will not be reckoned towards increase of pay:—

(*a*) Service in a temporary, acting or honorary rank.*

(*b*) Service on a temporary commission granted subject to special conditions which exclude the issue of emoluments at air force rates.

8. If an officer is granted leave without pay the period of such leave will not reckon as service towards increase of pay.

9. The period of any absence without leave is forfeited for all purposes connected with pay.

10. Time on the half-pay list of the R.A.F. will be counted in full in the same manner and to the same extent as full pay service for purposes of increase of pay, no distinction being made in this respect between half-pay, scale A, and half-pay, scale B.

* As a war measure service in paid acting and/or temporary rank is reckonable for pay increase (*see* A.M.O. A.939/41).

Digitized by Google

11. An officer sentenced on or after 28th October, 1920, by court-martial, or by an officer having power to deal summarily with the case, to forfeiture of seniority of rank will not be allowed to reckon towards increase of pay the period of service between his old and his new date of seniority in the gradation list. Loss of seniority may thus be accompanied by an immediate reduction of pay.

12. An officer lent or seconded for extra-R.A.F. service will count the period of such service towards increase of pay on return to full pay service in the R.A.F. provided that the service for which he is lent or seconded is military or quasi-military employment. If it is civil employment, the period will not count towards increase of pay. Quasi-military employment is such as, in the opinion of the Air Council, is clearly of a nature to afford practical experience likely to be afterwards of advantage in air force service.

13. For the purpose of calculating service for increments of pay one year will be reckoned as twelve calendar months.

3435. Officer on Half or Retired Pay attending Committees, &c.—1. An officer in receipt of half-pay or retired pay, who is employed as a member of a committee, court martial, court of inquiry or arbitration, will be paid for each day of attendance at the meeting of any such body and of employment on special duties or travelling in connection therewith—

(*a*) the difference between the full pay (without command pay) of his rank and the half or retired pay of which he is in receipt; and

(*b*) the cost of conveyance and the travelling allowance of his rank under the regulations applicable to officers serving on full pay.

No other allowances or emoluments will be admissible.

2. An officer on half-pay or retired pay, who is called upon to give evidence before any such body as detailed in clause 1, assembled at a distance from his residence, will receive his actual cost of conveyance and the travelling allowance of his rank at the rates and under the rules applicable to officers serving on full pay. He will not be entitled to any other emoluments in addition to his half-pay or retired pay.

3. Claims (which must be countersigned by the secretary of the committee, &c.) will be rendered direct to the Air Ministry, monthly.

3435A. Officers Re-employed, &c., by Reason of a National Emergency.—1. Subject to clause 6, an officer recalled to service under para. **3542** or otherwise specially taken into employment by reason of a national emergency will receive pay and additional pay at the same rates and under the same conditions as other officers of the rank and branch in which he is employed or re-employed. If he is a retired officer who was granted a permanent commission with effect from a date before 1st October, 1925, in the general duties branch, or before 1st July, 1926, in the stores branch, or who was retained on a temporary commission under the special conditions referred to in para. **3581,** he will be eligible for pay under para. **3423,** clause 2 or 3, while re-employed, provided he retains the commission he held before the dates mentioned

Digitized by Google

and is serving in the same branch. An officer of the general duties branch who, on retirement or transfer to the reserve, was in receipt of pay under para. **3423,** clause 1, will be eligible for that rate of pay while re-employed, provided he serves in the same branch and in the rank he held on retirement or transfer to the reserve, and retains the commission he held at that time.

2. The pay as under clause 1 of an officer whose retired pay (or disability retired pay except any disability addition) is suspended during re-employment will be increased by 25 per cent., provided, however, that—

(*a*) if he has commuted any part of the retired pay (or disability retired pay) which would have been liable to suspension had he not commuted, a deduction equivalent to the amount commuted will be made from his pay as so increased;

(*b*) if he is in receipt of a consolidated rate of pay, the 25 per cent. will not be calculated on the whole amount, but only on such part as is equivalent to the pay of the rank and branch in which he is re-employed; and

(*c*) this clause will not be applicable, and the officer's pay as under clause 1 will not be increased, if the retired pay (or disability retired pay) which is suspended is temporary.

See para. **3546,** clause 3, as to suspension of retired pay and paras. **3618** to **3621** for examples of temporary retired pay.

3. The principle of clause 2 will be applicable to an officer who is in receipt of disability retired pay or pension from the Ministry of Pensions (or under such Army Instructions (India) as apply to Indian Army officers the warrants administered by the Ministry of Pensions) in respect of service on a permanent regular commission; but, as no part of retired pay or pension granted on account of disablement arising out of service during the period of the Great War as defined in para. **3607** (*a*) under any pension instrument administered by the Minister of Pensions will be suspended during re-employment in a national emergency, such officer will receive only so much, if any, of the 25 per cent. addition as is in excess of the service element of his disability retired pay or pension.

4. In clause 3 " service element " means the difference between the total retired pay or pension (including any part which has been commuted) and

(*a*) the disablement addition actually included therein or which would be appropriate, according to the degree of the officer's disablement, under Part I (column 9) of the first schedule of the Order by His Majesty dated 25th September, 1921*, or other Order applicable to the case, or

(*b*) any wound or injury pension of which the officer may be in receipt,

whichever of (*a*) or (*b*) is the greater. The amount of the service element will be as ascertained in each case from the Ministry of Pensions.

---

* Order by His Majesty for the Retired Pay of Officers (Air Force) Disabled, and for the Pensions of the Families and Relatives of Officers Deceased, and for the Pensions of Nurses Disabled and of the Relatives of Nurses Deceased, in consequence of the Great War.

Digitized by Google

5. Clauses 3 and 4 are applicable also to certain officers, if in receipt of retired pay or pension from the Ministry of Pensions, who were retained on temporary commissions in the R.A.F. under special conditions in order to complete time for retired pay.

6. An officer who is eligible under clause 2 for an addition to the pay of the rank in which he is re-employed will have the option of receiving, instead of pay under clause 1 with such addition, a rate of pay equivalent to the rate of the retired pay which is suspended, *plus* 25 per cent. If he has commuted any part of the retired pay which would have been liable to suspension had he not commuted, the 25 per cent., but not the rate to which the 25 per cent. is added, will be calculated on the rate of retired pay which would have been so liable had he not commuted.

7. *See* para. **3543,** clause 2, with regard to the applicability of the provisions of this para. to an officer retained on the active list at a time of national emergency beyond the date when he would otherwise be retired.

8. The provisions of this para. will not be applicable to an officer who is already re-employed at the beginning of an emergency unless the Air Council so decide in the particular case; nor will they preclude the re-employment of a retired officer, during the emergency, under peace conditions.

9. An officer who is eligible under clause 2, 3 or 5, for an addition to the pay of the rank in which he is re-employed, will submit his claim to the air force agent by whom his pay is issued, on a form to be obtained from the agent. An application to draw the rate of pay under clause 6 must be made in writing to the Air Ministry within one month following the date from which it is desired to exercise the option under that clause. A similar application must be made if at any time it is desired to revert to the pay of rank authorised under clause 2, 3 or 5. No application to change the rate of pay will be granted with retrospective effect earlier than one month from the date of an officer's application unless with the approval of the Air Council, which will be given only in exceptional circumstances.

3436. Income Tax.—An officer's liability to income tax, and the procedure to be followed in claiming relief, are dealt with in Section XI of Chapter XXXV.

SECTION II.—AIRMEN.

3446. General.—The consolidated pay* of airmen will be at the daily rates set out in para. **3447.** No rights to any other scales or rates will be recognised.

* Consolidated pay consists of substantive pay and war pay. War pay was approved as a special war-time addition to the pay of airmen, and its temporary consolidation with substantive pay for administrative purposes does not in any way affect its temporary character. The rates shown in para. **3447** include 1*s.* a day war pay for airmen (*see* A.M.Os. A.672/40 and A.1114/42) and 6*d.* a day for aircraft apprentices. (*See* A.M.O. A.97/43.)

Digitized by Google

3447. Rates of Consolidated Pay.—1. Subject to clauses 4, 5, 6, 9 and 10, airmen who were serving on 30th September, 1925, and have served continuously, without re-enlistment after that date, will be paid at the rates stated in the following Tables I and II, in accordance with the trade group to which they are mustered and their rank or classification therein (*see* para. **3452,** clause 2, in regard to good conduct pay for warrant officers):—

TABLE I.—GROUPS I TO V. PRE-1925 RATES.*

Rank.	Group I.	Group II.	Group III.	Group IV.	Group V.
	s. d.	*s. d.*	*s. d.*	*s. d.*	*s. d.*
Aircraftman, 2nd class ..	5 0	4 9	4 6	4 6	4 0
,, 1st class ..	5 6	5 6	5 0	5 0	4 4
,, ,, over 3 years	5 10	5 9	5 4	5 4	4 8
Leading aircraftman	6 6	6 2	5 6	5 6	5 0
,, ,, over 3 years	6 10	6 6	5 10	5 10	5 4
,, ,, ,, 6 ,,	7 2	6 10	6 2	6 2	5 8
Corporal	8 9	7 8	6 10	6 10	6 0
,, .. over 3 years	9 0	8 0	7 2	7 2	6 4
,, .. ,, 6 ,,	9 6	8 4	7 6	7 6	6 8
Sergeant	10 6	9 6	8 0	8 0	7 6
,, .. over 3 years	11 0	10 0	8 6	8 6	8 0
,, .. ,, 6 ,,	11 6	10 6	9 0	9 0	8 6
Flight sergeant	12 6	11 0	9 6	9 6	9 0
,, ,, .. over 3 years	13 0	11 6	10 0	10 0	9 6
,, ,, .. ,, 6 ,,	13 6	12 0	10 6	10 6	10 0
Warrant officer, 2nd class ..	14 0	12 6	11 0	11 0	11 0
Warrant officer	15 0	13 6	12 0	12 0	12 0
	rising by 1*s.* a day each year to 19*s.*	rising by 6*d.* a day each year to 16*s.*	rising by 6*d.* a day each year to 16*s.*	rising by 6*d.* a day each year to 16*s.*	rising by 6*d.* a day each year to 16*s.*

* These rates include 1*s.* a day war pay. *See* footnote to para. **3446.**

Digitized by Google

TABLE II.—MEDICAL AND DENTAL GROUPS. PRE-1925 RATES.*

Rank.	Group A.	Group B.	Group C.
	s. d.	s. d.	s. d.
Aircraftman, 2nd class	5 0	4 9	4 6
" " " over 2 years	6 0	5 9	5 6
" 1st class	5 6	5 3	5 0
" " " over 2 years	6 6	6 3	6 0
Leading aircraftman	6 0	5 9	5 6
" " over 2 years	7 0	6 9	6 6
Corporal	7 6	7 3	7 0
" over 2 years	8 3	8 0	7 9
Sergeant	9 0	8 9	8 6
" over 2 years	10 0	10 0	10 0
Flight sergeant	12 0	12 0	12 0
Warrant officer, 2nd class	13 0	13 0	13 0
Warrant officer	17 0	17 0	17 0

2. Airmen enlisted or re-enlisted after 30th September, 1925, and mustered in groups I to V will be paid at the rates in Table III from the date of enlistment or re-enlistment. Group M has been substituted for Groups A, B and C with effect from 1st October, 1936. Airmen enlisted or re-enlisted on or after that date will be paid at the rates in Table IV for Group M.

TABLE III.—GROUPS I TO V. POST-1925 RATES.*

Rank.	Group I.	Group II.	Group III.	Group IV.	Group V.
	s. d.	s. d.	s. d.	s. d.	s. d.
Aircraftman, 2nd class	4 9	4 6	4 0	4 3	3 0
" " " over 1 year	—	—	—	—	3 9
" " " " 2 years	—	—	—	—	4 0
" 1st class	5 6	5 3	4 9	5 0	4 6
Leading aircraftman	6 6	6 0	5 3	5 6	5 0
" " over 3 years	7 0	6 6	5 6	6 0	—
Corporal	8 6	7 6	6 0	6 6	5 6
" over 4 years	9 0	8 0	6 6	7 0	6 0
Sergeant	10 6	9 6	7 6	8 0	7 0
" over 4 years	11 0	10 0	8 0	8 6	7 6
Flight sergeant	12 6	11 0	9 0	9 6	8 9
" over 4 years	13 0	11 6	9 6	10 0	9 0
Warrant officer, 2nd class	14 0	12 6	11 0	11 6	11 0
Warrant officer	15 0	13 6	12 6	12 6	12 6
" " over 5 years	17 6	16 0	14 6	15 0	14 6

3. Air crew personnel will be paid at the rates set out in Table V, regardless of the date of enlistment, except that airmen with basic trades will, while under training for air crew duties, retain their rates of pay (other than pay of acting rank) as tradesmen when this is to their advantage.

* These rates include 1s. a day war pay *See* footnote to para. 3446.

Digitized by Google

TABLE IV.—MEDICAL AND DENTAL GROUPS. POST-1925 RATES.*

Rank.	Group M.	Group A.	Group B.	Group C.
	s. d.	s. d.	s. d.	s. d.
Aircraftman, 2nd class	3 0	4 3	4 0	3 9
,, ,, ,, over 1 year or on remustering as nursing orderly or dental clerk orderly, if earlier	4 0	—	—	—
Aircraftman, 2nd class over 2 years	4 3	—	—	—
,, ,, ,, over 3 years	—	5 3	5 0	4 9
,, 1st class	4 9	4 9	4 6	4 3
,, ,, ,, over 3 years	—	5 9	5 6	5 3
Leading aircraftman	5 3	5 3	5 0	4 9
,, ,, over 3 years	5 9	6 3	6 0	5 9
Corporal	6 3	6 6	6 3	6 0
,, ... over 2 years	—	7 3	7 0	6 9
,, ... over 3 years	7 0	—	—	—
Sergeant	8 0	8 3	8 0	7 9
,, ... over 2 years	—	9 0	9 0	9 0
,, ... over 3 years	9 0	—	—	—
Flight sergeant	10 6	10 6	10 6	10 6
,, ,, .. over 3 years	11 6	—	—	—
Warrant officer	14 6	14 6	14 6	14 6

TABLE V.—AIR CREW PERSONNEL.*

	Pilot navigator air bomber	Wireless operator mechanic (air gunner)	Flight engineer	Wireless operator (air)		Air gunner
Under training—	s. d.	s. d.	s. d.	s. d.		s. d.
During initial training wing course ..	3 0	—				
On completion of initial training wing course	7 3	—	3 0	3 0		3 0
During elementary air gunner course ..	—	—	—	—		
On completion of first part of technical course	—	—	5 0‖	5 0‖		—
On posting to an air gunner school ..	—	—	—	—		5 0‖
On posting to a course which includes instruction in the air in its syllabus	—	5 0‖	—	—		—
				Grade I	Grade II	
Trained—						
Sergeant	13 6	12 0	10 0	10 0 11 0†	9 0 10 0†	8 0 8 9‡
,, over 4 years	14 6	—	—	—	—	—
Flight sergeant ..	16 0	13 0	12 0	12 0	—	9 0 10 0‡
,, ,, over 4 years	16 6	—	—	—	—	—
Warrant officer ..	17 6	15 6	13 6	13 6	—	12 6 13 6‡

* These rates include 1s. a day war pay. *See* footnote to para. **3446.**
† With additional qualification (*see* A.M.C.O. A.72/43).
‡ Applicable only to air gunners mustered in group I or group II.
‖ *See* para. **3458** as to flying instructional pay.

Digitized by Google

4. An airman who, on 30th June, 1935, was in receipt of a rate of pay in excess of that laid down in clause 1, Table I, for the corresponding rank and group will retain the rate in issue until by further service within his rank and group or by promotion he becomes eligible for a higher rate under that table.

5. Airmen enlisted or re-enlisted after 30th September, 1925, but before 1st October, 1936, and mustered on the latter date in a trade in group A, B or C will, during their current engagements, receive pay at the rates appropriate to those groups in Table IV or group M rates at any points at which the latter are more favourable. On extension of service, prolongation of engagement, re-engagement or continuance, they will be allowed to retain their existing rate on a mark-time basis until they become eligible for a higher rate on the group M scale; thereafter group M rates only will be issuable.

6. Clause 5 applies also to airmen who enlisted or re-enlisted after 30th September, 1925, but before 1st October, 1936, and on the latter date had qualified for remustering to a trade in group A, B or C.

7. The rates of pay laid down in clauses 1 and 2 will be applicable to the following trades according to group:—

GROUP I

Air bombing instructor
Airfield controller
Architectural draughtsman
Blacksmith and welder
Carpenter
Carpenter (boat builder)
Civil engineering assistant
Clerk of works
Compass adjuster
Coppersmith and sheet metal worker
Draughtsman
Draughtsman (mechanical)
Electrician, grade I
Electrician (works), grade I
Fitter, grade I
Fitter, grade II (airframe)
Fitter, grade II (engine)
Fitter (armourer)
Fitter (general)
Fitter (marine)
Fitter (M.T.)
Fitter (stationary engine)
High speed telegraphist
Instrument maker
Instrument repairer, grade I
Link trainer instructor
Machine tool setter and operator
Metal worker
Moulder
Navigation instructor
Pattern maker
Radar mechanic
Wireless and electrical mechanic
Wireless mechanic
Wireless operator mechanic

GROUP II

Acetylene welder
Aerial erector
Armoured car crew
Armourer
Armourer (bomb disposal)
Balloon operator

Digitized by Google

GROUP II.—*Contd.*

Blacksmith
Bricklayer
Camouflage supervisor
Carpenter
Coppersmith
Driller
Electrician, grade II
Electrician (works), grade II
Flight mechanic (airframe)
Flight mechanic (engine)
Foreman of trades
Grinder
Hydrogen worker
Instrument repairer, grade II
Interpreter (technical)
Mechanic (stationary engine)
Meteorologist
Miller
M.T. mechanic
Pattern maker (architectural)
Photographer
Plant operator
Plumber
Quarryman
*Radar operator
Radio telephony operator
Safety equipment worker
Sheet metal worker
Steel erector
Turner
Wireless operator

GROUP III

Air gunnery instructor
Concreter
Cook
Drainlayer
Embarkation assistant
Fabric worker
Hydrogen worker
Motor boat crew
Safety equipment assistant
Shoemaker
Tailor
Telephonist

GROUP IV

Clerk (accounting)
Clerk, equipment accounting
Clerk, pay accounting
Clerk (general duties)
Clerk (provisioning)
Clerk (signals)
Clerk (special duties)
Equipment assistant
Radio telephony operator
Teleprinter operator

GROUP V

†Aircrafthand
Aircrafthand (under trade training)
Armament assistant
Barber
Batman
C.W. fighter

* After six months' satisfactory service in group IV.

† The following special duties applicable to aircrafthands as shown in establishments are not to be regarded as trades, and reference to them as such will not be permitted in airmen's documents, strength returns, pay accounts, personnel occurrence reports, and the like:—

Sanitary duties.
Trumpeter.

Digitized by Google

GROUP V.—*Contd.*

Driver M.T.	Musician
Fire fighter	Packer
Flying control assistant	Physical training instructor
Ground observer	Pigeon keeper
Groundsman	R.A.F. Police
Gunner	Station Police
Maintenance assistant	Vulcaniser
Motor cyclist	Works hand

GROUP M

Chiropodist	Optician orderly
Dispenser	Radiographer
Laboratory assistant	Sanitary assistant
Masseur	Special treatment orderly
Medical orderly under training	Trained nurse
Mental nursing orderly	Dental clerk orderly
Nursing orderly	Dental mechanic
Operating room assistant	Dental orderly under training

8. Obsolete or obsolescent trades are shown in Appendix XV and the rates of pay applicable to these trades will be those of the trade group shown in column 2 and governed, where necessary, by the rules laid down in the appropriate A.M.Os.

9. The trades of motor cyclist and musician were transferred from group III to group V with effect from 1st October, 1925, and airmen mustered or remustered to either of these trades on or after that date will be paid accordingly, that is—

(*a*) if they have served continuously from before 1st October, 1925, without re-enlistment on or after that date—under the group V scale in clause 1;

(*b*) if enlisted or re-enlisted on or after 1st October, 1925, under the group V scale in clause 2.

A motor cyclist or musician who was serving as such on 30th September, 1925, and has not since re-enlisted will be paid under the group III scale in clause 1, so long as his service in the trade is continuous.

10. The trades of driver (petrol) and driver (winch) were transferred from group III to group V with effect from 1st December, 1926, and airmen mustered or remustered to any of these trades on or after that date will be paid accordingly, that is—

(*a*) if they have served continuously from before 1st October, 1925, without re-enlistment on or after that date—under the group V scale in clause 1;

(*b*) if enlisted or re-enlisted on or after 1st October, 1925, under the group V scale in clause 2.

A driver (petrol), driver (winch) or motor cyclist remustered to driver (petrol) who was in receipt of group III rates of pay on 30th November,

Digitized by Google

1926, and has not since re-enlisted will, so long as his service in the trade is continuous, be paid under the group III scale.

11. (*a*) An aircraftman, 2nd class, in group V with less than one year's service, who is remustered to group M, will be eligible for pay at the rate* of 3*s.* 9*d.* a day after one year's total service, and at the rate* of 4*s.* 0*d.* a day after one year's service in group M.

(*b*) An aircraftman, 2nd class, in group V with more than one year's service, who is remustered to group M, will be permitted to continue to draw pay on the group V scale and reckon for increments on that scale his total service in groups V and M, thus becoming eligible for the rate* of 4*s.* 0*d.* a day after two years' total service and at the rate* of 4*s.* 3*d.* a day after two years' service in group M.

12. The pay of aircraft apprentices will be at the following daily rates†:—

	s.	*d.*
1st and 2nd years	1	6
Afterwards	2	0

"Afterwards" means from the end of the second year until the apprentice has both attained the age of 17½ and been posted to a unit for duty as an aircraftman after the completion of training.

13. The pay of apprentice clerks‡ will be at the following daily rates:—

	s.	*d.*
During the first year	1	0
Afterwards	1	6

"Afterwards" means from the end of the first year until the apprentice has both attained the age of 17½ and been posted to a unit for duty as an aircraftman after completion of training.

14. The pay of boy entrants‡ will be at the following daily rates:—

	s.	*d.*
During initial training	0	9
Afterwards	1	6

"Afterwards" means from the date of posting to a unit for duty on the completion of training until the boy entrant has attained the age of 17½.

3447A. Pay during Leave.—An airman will be entitled to ordinary pay, good conduct pay and, subject to paras. **3454** to **3458**, non-substantive pay during the periods of leave and sick leave indicated in Section II of Chapter XVIII.

3448. Indian Rates of Pay.—Airmen serving on the Indian establishment will receive their pay from the Indian Government under Indian regulations.

---

* These rates include 1*s.* 0*d.* a day war pay.

† These rates include 6*d.* a day war pay.

‡ The entry of apprentice clerks and boy entrants has been suspended for the duration of the war.

Digitized by Google

3449. Service Counting for Progressive Pay.—1. For the purpose of progressive pay one year will be reckoned as twelve calendar months; service other than in the R.A.F. will not reckon except as provided in clause 2.

2. Except as provided in clause 3 and in para. **3450,** service in a rank in the regular air force (including time served in the Royal Naval Air Service or Royal Flying Corps and service on loan to a dominion, colonial or foreign government) will count for progressive pay in that rank, only so long as the airman remains mustered within the same group, or within the same trade if that trade has been transferred during his service from one group to another. An airman remustered from one group to another may, on reversion to his original group, count his former service therein for progressive pay. An aircraftman, 2nd class, under training in any group who is withdrawn from training and remustered to aircrafthand, group V, may count service under training towards progressive pay as aircraftman, 2nd class, in group V. Progressive increments on the special rates of pay applicable to airman pilots, navigators and air bombers will be admissible according to rank in respect of service performed while mustered as such, and such service may be permitted to count for progressive increments for an airman reverting to his permanent trade. Service in the R.N. or Army in an equivalent substantive rank and trade, provided that it preceded, without a break, an airman's service in the Royal Naval Air Service, Royal Flying Corps and/or R.A.F., will also be counted where transfer took place prior to 1st August, 1919, or where special Air Ministry approval has been given (For table of equivalent ranks, *see* Appendix X.)

3. Service in a rank or classification in a medical group will count for progressive pay in the same rank or classification in the same or any other medical group. Airmen in the medical branch advanced to a higher classification will in no circumstances receive a lower rate of substantive pay than that which they would have received had they not been so advanced; thus, advancement will never be accompanied by a reduction of substantive pay, and when an incremental rate would have become due to the airman if he had remained in the lower class, that incremental rate may be drawn if it is to the airman's advantage.

4. Service in a rank includes service in any higher rank in the same trade or trade group, subject to the provisions of para. **3450.** Subject to clause 4A and para. **3450,** local acting paid or temporary paid service in a higher rank will count for progressive pay in that rank as if it were substantive rank, until such time as a break occurs between the acting or temporary and the substantive rank.

5. (*a*) Service as acting paid sergeant will (except as provided in para. **3450**) count for progressive pay in the rank of sergeant provided—

(i) that the examination for confirmation in that rank is passed within 18 months of appointment as acting sergeant, and

(ii) that no break occurs between the acting and confirmed service.

(*b*) Where examination is delayed by the exigencies of the service, an acting paid sergeant may receive any progressive increments which

Digitized by Google

may fall due to him. In such circumstances, a certificate to the effect that the airman has carried out the duties of his acting rank and trade satisfactorily, that he is considered in all respects fit to retain his acting rank, and that, as far as can be reasonably ascertained, he may be expected to pass the examination for confirmation in due course, will be forwarded by the airman's C.O. to the Officer i/c Records.

6. Subject to clause 2, an airman permitted to revert voluntarily to a lower rank, in the same trade group, or to remuster in his rank to another trade in the same trade group, will count the period served in his former rank or trade towards progressive pay in his new rank or trade; and, if he reverted in rank, he will upon re-instatement in his former rank, count his previous service in that rank for progressive pay.

7. An airman re-enlisting in the R.A.F. after a break in service of less than five years may be allowed to count his former service for progressive pay under the general conditions laid down in this para. If the break is one of five years or more, his former service will not count unless he was discharged on medical grounds, and, then only, in whole or part, if specially sanctioned by the Air Council.

8. *Deleted.*

9. If a trade is abolished, the counting of time spent in that trade towards progressive pay in the trade to which an airman may be re-mustered will, unless special instructions are issued, be governed by the above rules. (For trades hitherto transferred or declared obsolete or obsolescent, with equivalents, *see* Appendix XV.)

10. An airman who, under para. **497,** clause 9, is remustered from armoured car crew to armourer, group II, or to driver (petrol) or aircrafthand, group V, will be permitted to count his service as armoured car crew, subject generally to the conditions of this para., and of para. **3450,** for progressive pay in the rank and trade to which he is remustered.

10A. Payment of a progressive increment which may have become due on account of restoration of forfeited service will commence from the date of such restoration only.

11. Reservists, when mobilized, or permitted to rejoin for regular air force service, will count time for progressive pay under the preceding clauses, but not when called up for training or manœuvres.

12. Where there is doubt as to whether or not any particular period of an airman's service should count towards progressive pay, the matter will be referred to the Officer i/c Records for transmission to the Air Ministry. The application will contain all relevant details and service documents or copies thereof will not be forwarded.

13. The amount of former service permitted to count for progressive pay under this para. will be recorded, in the centre, on the top of Form 125. No entry will be made until the particulars have been received from the Officer i/c Records.

3450. Service Not Counting for Progressive Pay.—1. The following periods of service will not count for progressive pay:—

Digitized by Google

*(*a*) Service forfeited by sentence of court martial.

*(*b*) Service forfeited by desertion or fraudulent enlistment.

†*(*c*) Days for which ordinary pay has been forfeited subsequent to 25th May, 1922, except where it has been forfeited—

(i) during period of field punishment, or

(ii) under Section 44 (6) and Section 46 (2) (*d*) and (*e*), Air Force Act.

(*d*) All past service in case of discharge (either from regular air force service or from reserve service)—

(i) with ignominy, or

(ii) on being sentenced to penal servitude, or

(iii) on grounds of misconduct so expressed, or

(iv) in consequence of conviction by the civil power, or

(v) for giving a false answer on attestation.

(*e*) Service on all former attestations if any former attestation was not acknowledged on enlistment or re-enlistment into the R.A.F.; but the Air Council may, in deserving cases, direct such service, or any part thereof, to count as qualifying service.

(*f*) Periods served before enlistment for an airman who is convicted of having improperly enlisted while belonging to the reserve forces of the Crown, but who, on conviction of the offence, is retained in regular air force service; but the Air Council may, in deserving cases, direct such service, or any part thereof, to count as qualifying service.

2. As from 25th May, 1922, a warrant officer or N.C.O. who has forfeited seniority in rank will not reckon the forfeited period towards future progressive pay, and will, in addition, suffer reduction of pay from the date of sentence if an incremental date has fallen within the forfeited period.

3451. Authority for Award.—Subject to para. **3449,** clause 12, progressive pay will be awarded by the C.O. The accountant officer will not be required to calculate the effective date from which the pay is to commence, but he should, nevertheless, check the award with the airman's service documents before he makes any issue.

3452. Good Conduct Pay.—1. Except as provided in clause 2, an airman will be paid, from the effective date of award or restoration, good conduct pay at the rate of 3*d.* a day in respect of each G.C. badge held by him, up to a maximum of 9*d.* a day. Good conduct pay in respect of any badge will cease from the date on which the badge ceases to be held by reason of forfeiture, deprivation or other cause.

---

* Prior to 25th May, 1922, periods of service will count unless both *pay and service* have been forfeited.

† Days for which pay have been mulcted under naval discipline (Articles 578, 579 and 580, King's Regulations and Admiralty Instructions) will be allowed to count.

Digitized by Google

2. Warrant officers (other than warrant officers, 2nd class) who are in receipt of rates of pay under clause 1 of para. **3447** will not be eligible for good conduct pay.

3453. Non-Substantive Pay.—Concurrently with substantive and good conduct pay, non-substantive pay is payable for the possession of certain qualifications and for the performance of specific duties, as laid down in paras. **3454** to **3461.**

3454. Qualification Pay.—1. The rates of qualification pay are as follow:—

Qualification.	Daily rate.	Payable only to an airman in	Remarks.
	s. d.		
Mental nursing orderly	0 6	Group C. or M.	Issuable only to airmen below the rank of flight sergeant.
Physical training instructor, 1st class (P.T.I. 1st class).	1 0	Group V.	Those holding 1st class certificates.
Physical training instructor, 2nd class (P.T.I. 2nd class).	0 8	Group V.	Those holding 2nd class certificates.

2. Qualification pay will be issuable continuously to selected airmen who have passed the prescribed tests and who are mustered to the trade group shown against the duties in clause 1, provided that they remain efficient and pass requalifying tests as and when required by the regulations.

3. Qualification pay will be continued to an airman during ordinary leave (i.e. leave granted under para. **1394,** clause 1 (*a*) to (*f*), and (*h*)), sickness, or sick leave, provided that he has not become permanently unfit to perform the duties for which the pay is granted. If, however, an airman's sickness is caused by his own misconduct or neglect, the pay will not be admissible for the period of such sickness. The pay will not be issuable to a physical training instructor for any period during which his certificate is withdrawn or suspended.

4. The Officer i/c Records will ensure that the number who may be paid qualification pay does not exceed the total authorised for the whole of the R.A.F., and will also ensure that airmen in receipt of such pay are drafted or posted to units where establishments will admit of the issue.

Digitized by Google

3455. Duty Pay.—1. The various rates of duty pay are as follows:—

Duty.	Daily rate.	Remarks.
	s. *d.*	
Air gunner (A.G.)	0 6	*See* clause 2.
Armoured motor boat crew	0 6	Payment will be made for each day on which the boat proceeds to sea on duty and is not employed as a mobile target.
	1 0	Payment will be made for each day on which the boat is actually employed as a mobile target. Payment in excess of 1*s.* in respect of any one day will not be admissible.
Crew of aircraft	1 0	*See* para. **3457.**
Gunners employed on Armament Maintenance Duties	0 3	Issuable only to qualified airmen below the rank of corporal (*see* also clause 5).
Interpreter	5 0	Payment will be made at the rate of 1*s.* an hour, with the maximum here shown for any one day (*see also* clause 3).
Messing N.C.O. (sergeant or corporal, aircrafthand, group V)	0 8	*See* clause 5.
Parachute packer ..	0 3	*See* clause 8.
Sanitary duties	0 4	*See* clause 4.
Schoolmaster	0 8	*See* clause 3.
R.A.F. police or station police—		
Aircraftman 2nd class	1 0	Issuable only to qualified airmen in group V (*see also* clause 5).
Aircraftman, 1st class	1 0	
Leading aircraftman	1 0	
Corporal	1 0	
Sergeant	0 8	
Flight sergeant ..	0 8	
Warrant officer, 2nd class	1 0	
Warrant officer	1 0	Issuable as above, provided that an establishment vacancy in the rank of warrant officer (service police) is being filled.
Telephonist, group V ..	0 3	Issuable only to qualified aircrafthands, group V, below the rank of flight sergeant (*see* clause 5).
Torpedoman	0 6	*See* clause 7.
Trumpeter	0 3	Payment will be made only for the days on which qualified aircrafthands perform the duty in an establishment vacancy.

2. Duty pay as an air gunner will be paid continuously to an airman (other than an air gunner in receipt of a consolidated rate of pay under para. **3447,** Table V), who is duly qualified and mustered as such, while he is borne in a flying crew (but *see* paras. **507,** clause 4 (*a*) and **508,** clause 8). The pay will be issuable only in conjunction with, and under the same conditions as, crew pay, *see* para. **3457.** The establishment of units where crew pay is issuable will indicate the number of the crew who should be trained as air gunners and who, when qualified, will be eligible for air gunners' pay. This number will be based on the number of gun posts (other than those of pilots or navigators) which must be manned. An airman pilot who, on termination of his flying service, is remustered to his trade will not be eligible for pay as an air gunner.

Digitized by Google

3. (*a*) Duty pay as an interpreter or (except as otherwise provided in sub-clause (*b*)) as a schoolmaster will be admissible only in respect of the actual days on which an airman is employed on such duties, and will not be paid without prior Air Ministry sanction.

(*b*) Where the establishment of a unit provides specifically for the issue of duty pay as a schoolmaster, issue may be made continuously, subject to a certificate, signed by the C.O. in support of the credit of duty pay in the pay ledger, giving the name of each airman concerned and stating that he is duly qualified and has actually performed the duties in a vacancy in the establishment of the unit for the period shown. Issue may also be made during leave and sick leave as laid down in clause 6.

4. Duty pay for sanitary duties will be issued only in respect of the actual days on which an airman is employed on the disposal of human excreta by incineration or otherwise. Nominal rolls of airmen so entitled should be rendered monthly to the accountant officer in order that the airmen's accounts may be credited with the pay due. The nominal rolls should be in the following form and certified as shown:—

"Unit.....

Name and initials.	Rank.	Official number.	Period.	Amount due. £ s. d.

Certified that the airmen detailed above were actually employed on the disposal of human excreta for the periods entered against their names.

Signed.....

Commanding (Unit)....."

5. The credit of duty pay in the pay ledger to gunners, messing N.C.Os., R.A.F. police, station police or telephonists will be supported by a certificate signed by the C.O. giving the name of each airman concerned, and stating that he is duly qualified and (but *see* clause 6) has actually performed the duties in a vacancy in the establishment of the unit for the period shown.

6. Provided that the authorised numbers are not exceeded, payment of duty pay to gunners, messing N.C.Os., R.A.F. police, station police or telephonists may be continued—

(*a*) during periods of ordinary leave (i.e. leave granted under para. 1394, clause 1 (*a*) to (*f*), and (*h*));

(*b*) during sickness, not caused by the airman's own misconduct or negligence, up to 14 days.

Digitized by Google

Duty pay to R.A.F. police or station police may also be continued during absence whilst undergoing advanced police courses, provided they continue to fill vacancies in the establishment of their units. In these circumstances the C.O.'s certificate required under clause 5 will be modified accordingly.

7. Duty pay as a torpedoman will commence as from the day on which the airman is posted to a unit after satisfactory completion of training. Thereafter duty pay will be continuous while he is mustered as a torpedoman, including periods of leave, sickness and sick leave (provided the sickness has not been caused by the airman's own misconduct or neglect) and passage.

8. Duty pay for parachute packers will be issued to aircrafthands, group V, below the rank of corporal who have passed satisfactorily a course in the care and maintenance of parachutes and are employed in a vacancy in the establishment of the unit. Payment will not be admissible for airmen of trades in other groups who are so employed, or for aircrafthands in receipt of other duty pay. Duty pay will be paid only in respect of days on which duty as a qualified parachute packer has actually been performed. The credit of duty pay in the pay ledger will be supported by a certificate, signed by the C.O. or on his behalf by an officer deputed by him, giving the name of each airman concerned and stating that he is duly qualified and has actually performed the duties.

3456. Bonus to Drivers (Petrol and Winch).—1. Up to and including the rank of flight sergeant, drivers (petrol), and drivers (winch) mustered or remustered as such on or after 1st December, 1926, may be granted a bonus for efficiency. The following rules will govern the payment of bonus:—

(*a*) Bonus will be at the rate of 3*d*. a day. Only drivers on group V rates of pay, and of rank not above flight sergeant, will be eligible.

(*b*) Eligibility for bonus will commence as from the day on which the airman is posted to a unit as a driver, after the completion of training. Thereafter it will be continuous, including periods of leave, sickness, sick leave and passage, subject to the conditions stated below.

(*c*) Bonus will not be allowable in respect of a period of sickness or sick leave if the sickness has been caused by the airman's own misconduct or neglect, or if he has become permanently unfit for the duties of his trade, or in respect of a period during which ordinary pay is forfeited under para. **3470.**

(*d*) Eligibility for bonus will continue during a course of instruction, provided that the course (i) is not a "refresher" course necessary for the purpose of maintaining or restoring the airman's efficiency as a driver, and (ii) is not for the purpose of his being remustered to another trade.*

(*e*) Payment will be conditional on good and careful driving and the exercise of due care in the maintenance of vehicles and equipment. For failure in any of these respects, bonus for the

* An exception is made in the case of drivers (petrol) undergoing a course for re-mustering to the trade of armoured car crew or balloon operator.

Digitized by Google

current pay ledger period may be withheld, on the order of the C.O., in whole or in part.

(*f*) *Deleted.*

(*g*) In no case will the bonus ordered to be withheld include bonus for any period outside the pay ledger period current at the time of the bad driving or want of care to which the order relates.

(*h*) Bonus will be payable for the pay ledger period in arrear on the authority of an entry in the casualty form, which will state (i) the number of days in respect of which the airman was eligible for bonus during the period covered by the certificate, (ii) the C.O.'s ruling as to whether bonus for that number of days may be paid in whole or in part, having regard to the conditions laid down, and (iii) if payment is not to be made in full, the amount to be withheld and, briefly, the grounds on which it is to be withheld.

(*j*) When an airman is posted to another unit, a similar entry will be made in the casualty form covering the period of his service during the current pay ledger period and bonus will be credited up to the date of posting.

(*k*) Bonus authorised for payment as under (*h*) and (*j*) in respect of the previous pay ledger period will be credited to the airman's account in the pay ledger in one sum as soon as practicable after the first day of the pay ledger period. Payment will be made on the first (or earliest practicable) pay day in those months.

(*l*) The foregoing rules are provisional and will be subject to variation at any time should the Air Council so decide.

2. Bonus is granted in respect of efficiency and its withholding under the rules laid down in clause 1, when there is evidence of inefficiency, is not a punishment. Recoveries in respect of loss or damage to vehicles or equipment, and any compensation paid to third parties in respect of such loss or damage, should be dealt with as a penal deduction from ordinary pay under Section 138 (4), Air Force Act. When awarding such deduction a C.O. may, if he thinks fit, take into consideration the amount of any bonus which may be withheld under clause 1 (*e*) on account of inefficiency incidental to the particular loss or damage.

3457. Crew Pay.—1. Subject to the provisions of this para., crew pay is issuable to members of the regular flying crews of aircraft other than those in receipt of a consolidated rate of pay under para. **3447,** Table V, while definitely borne as such against vacancies in authorised establishments.

2. The pay will not be admissible merely because an airman is covering a vacancy in establishment for a member of a flying crew, and will be discontinued when he is taken off flying duties for whatever cause. Provided, however, that the authorised numbers are not exceeded, payment may be continued—

(*a*) When temporarily taken off flying duties up to a maximum of two months' continuous temporary absence, including periods of ordinary leave. Payment will, however, cease immediately if an airman is sent on a course the successful passing out from which would involve removal from flying duties.

Digitized by Google

(*b*) Except as provided in (*c*), during sickness not caused by the airman's own misconduct or negligence up to 14 days.

(*c*) During absence from duty for a period not exceeding 91 days on account of injuries sustained in the course of flying duty provided that—

(i) the injuries are not due to misconduct or negligence on the part of the airman concerned;

(ii) payment will cease prior to the expiry of the 91 days should it become apparent that the airman will not be able to resume flying duties.

3. Crew pay for casual ascents will not in any circumstances be admissible.

4. The maximum number of airmen eligible for crew pay will be shown in the establishment of each unit in which such pay is admissible. In service units (i.e. units other than those mentioned in clause 5), these numbers will in no case exceed the number of seats (apart from those occupied by pilots and navigators) in the aircraft of service types allowed as initial equipment. When an establishment provides for observers, and sufficient are not available, any consequent vacancies may be filled by other airmen, who will be eligible for crew pay so long as the total establishment of observers is not exceeded.

5. In experimental units and certain training units where regular flying takes place, but where frequent changes may occur in the type and numbers of the aircraft employed, the number of airmen allowed for crew duties will be shown in establishments, and within these numbers crew pay may be issued on the monthly certificate of the C.O. that each airman has been employed regularly in flying during the period for which crew pay is issued.

6. Airmen of any trade will be eligible for crew pay whilst borne in establishment vacancies as crews of aircraft, and in the event of a torpedoman qualifying for crew pay, he may continue to draw, in addition, duty pay as torpedoman while mustered as such. Airmen in receipt of other forms of duty pay will not be appointed as members of flying crews without prior reference to the Air Ministry.

6A. In commands abroad, crew pay may also be issued, for periods not exceeding two months in any one year, to airmen, not borne in establishment vacancies, who are temporarily attached for flying duty in aircraft while engaged in drogue target practice.

3458. Flying Instructional Pay.—An airman other than an airman already mustered in an air crew category while undergoing training as wireless operator mechanic (air gunner), flight engineer, wireless operator (air) or air gunner may receive flying instructional pay at the rate of 1*s.* a day from the date of commencement of the flying training course at an air gunner school or its equivalent. An airman under training as a link trainer instructor may receive flying instructional pay during the elementary flying course at the rate of 2*s.* a day. Payment will be made during periods of ordinary leave.

Digitized by Google

For periods of sickness payment may be continued—

(*a*) in ordinary cases, up to 28 days;
(*b*) in cases of injury received on flying duty, up to 91 days;
provided that payment—
(i) shall not be made for any period of sickness caused by the airman's own misconduct or negligence;
(ii) shall not be continued after it has become apparent that the airman will not be able to resume flying instruction.

When payment has continued for ten weeks under (*b*), proposals for the extension of the period of 91 days may be submitted by the C.O., through the usual channels, for consideration of the Air Council provided that it is anticipated that the airman will resume flying training.

3459. Hard-lying Money.—1. Hard-lying money will be paid at naval rates and under naval conditions to airmen employed with the R.N., or in marine craft, in respect of the discomfort attendant upon living and sleeping on board certain types of craft operating in the open sea. Hard-lying money is admissible only in respect of the actual days on which the airmen necessarily live and sleep on board. It is not admissible for periods of leave, or other occasions during which the airmen live and sleep on shore.

2. Hard-lying money at the full rate (*see* clause 5) will be paid to airmen forming the crews of flying boats in respect of each night on which they are necessarily required to remain on board the flying boat when moored. Payment will be made on the certificate of the C.O. that the retention of the airmen on board at night was necessary to ensure the safety of the craft or because the crew could not be accommodated ashore.

2A. Hard-lying money at half rates will be paid to airmen forming the crews of air-sea rescue craft when necessarily living and sleeping on board the boats either in harbour or at sea. Payment will be made on the certificate of the C.O. that it was necessary for the airmen to live and sleep on board.

3. Hard-lying money under clause 1 will not be paid without prior Air Ministry approval. Applications will be sent to the Air Ministry through the usual channels, and should contain the following information:—

(*a*) Full particulars of each airman in respect of whom the allowance is claimed.
(*b*) Name and class of vessel concerned.
(*c*) Service on which the airmen in question were engaged.
(*d*) Periods for which hard-lying money is claimed.
(*e*) Certificate that the airmen have necessarily been required to live and sleep on board. If the airmen are serving afloat alongside naval ratings in receipt of hard-lying money, a statement to that effect will be included in the certificate.

4. Hard-lying money will be credited in the airmen's accounts in the pay ledger, the authority being quoted in the remarks column.

5. The full daily naval rates of hard-lying money applicable to R.A.F. personnel are as follow:—

Digitized by Google

	s.	d.
Warrant officer, flight sergeant and sergeant ..	1	3
Corporal, leading aircraftman and aircraftman, 1st class	1	0
Aircraftman, 2nd class..	0	9

3460. *Deleted.*

3461. Flying Bounty.—1. The following regulations will apply to an airman pilot who comes under the conditions laid down in para. **506.**

2. On remustering to his trade on termination of flying service an airman pilot will be eligible to receive, in addition to the normal emoluments of his rank and trade group, a bounty at the rate of £10 a year from the date of remustering to his trade, for so long as he continues in regular air force service, carries out the required periodical flying training and is certified by his C.O. to be a competent pilot. The bounty will be payable quarterly in arrear and will not exceed £2 10*s.* 0*d.* in respect of any quarter. For any broken periods the bounty payable will be calculated at the rate of 7*d.* a day.

3. Payment of the bounty will be made on the certificate of the C.O. that the conditions in clause 2 are satisfied. In exceptional circumstances such as temporary unfitness or absence of flying facilities the requirement of carrying out flying training may be waived on the authority of the air or other officer commanding, but this requirement will not be waived for two successive quarters without the consent of the Air Ministry. Whenever possible it will be a condition of waiver that the flying time lost shall be made up in the next subsequent quarter.

4. The bounty payable in respect of the previous calendar quarter will be credited to the airman's account in the pay ledger as soon as possible after the first day of January, April, July and October on the authority of an entry in the casualty form on these dates stating—

(*a*) that the quarter's training has been carried out, or,

(*b*) that training has been waived under the provisions of clause 3 or clause 5 (*a*) or (*b*).

If the bounty is not payable, an entry to that effect will be made on the casualty form, the reason for non-payment being briefly stated.

5. Payment under (*a*) or (*b*) of clause 4 will be supported respectively by the C.O.'s certificate of training and competency or the authority of the air or other officer commanding for the waiver of training. These certificates may be dispensed with in respect of the following periods:—

(*a*) In the quarter in which an airman is remustered to his trade, from the date of remustering to the end of that quarter.

(*b*) In the quarter in which an airman is discharged, from the first day of the quarter to the date of discharge.

6. On an airman being posted to another station, the necessary certificate of training and competency, or the authority for waiver of training, in respect of his service during the current quarter will be forwarded with his documents to his new station. Credit will not be given, nor will payment be made, at the station from which the airman is posted.

Digitized by Google

7. On an airman being transferred to the reserve, the necessary certificate of training and competency, or the authority for waiver of training, in respect of his service during the current quarter will be forwarded to the Officer i/c Records. For the quarter in which transfer takes place, payment of bounty will be made by that officer, both in respect of the regular and reserve portions of the airman's service. Flying training will not be essential during this quarter as a condition of the payment of bounty, provided that it has not been waived for the two previous quarters.

8. An airman will not be entitled to any additional emolument other than the bounty referred to in clause 2 in respect of carrying out periodic flying training.

9. An airman will not be eligible for this bounty in respect of any period during which, in an emergency, he is remustered and employed as an airman pilot and receives pay as such.

3462. Unemployment Insurance.—While airmen are serving, their employment being continuous, insurance against unemployment is unnecessary. When, however, an airman (including an apprentice or boy entrant) is discharged or transferred to the reserve (with certain exceptions detailed in A.P. 980), the Air Ministry will pay the unemployment fund a sufficient sum from air force funds to qualify him, if resident in the United Kingdom after discharge or transfer to the reserve, for unemployment benefit under the general conditions applicable to the payment of such benefit. Detailed instructions are contained in A.P. 980.

3463. National Health and Widows', Orphans' and Old Age Contributory Pensions Insurance.—1. Whilst an airman is serving, his conditions of service secure to him maintenance, medical treatment and, subject to good conduct, full pay during sickness unless the sickness is due to the airman's own fault. There is accordingly no necessity during service for him to be insured with a view to the provision of sickness and medical benefits such as are applicable to a civilian insured person. In order, however, that, on discharge or transfer to the reserve, his right to all ordinary benefits under the National Health Insurance Acts may be secured, and that he may be placed in as advantageous a position on entering civil life as he would have been had he been continuously insured in civil employment, contributions are paid by the Air Council from public funds in respect of him during his service as an airman after the age of sixteen. These contributions cover payment of maternity benefit to an airman's wife during his service. No deduction is made from an airman's pay in respect of these contributions.

2. Under the Widows', Orphans' and Old Age Contributory Pensions Act, 1936, contributions are payable in respect of every serving airman over the age of sixteen years. The employer's contribution is paid from air force funds and the employee's contribution is deducted from the airman's pay.

3. Detailed instructions are contained in A.P. 980.

3464. Fines.—Fines awarded against an airman by a court martial, or by his C.O. for drunkenness, or by civil court for any offence, will

Digitized by Google

(if not paid by the airman) be charged against his pay and cash payments restricted accordingly, subject to para. **3475** (*see also* para. **2820**).

3465. Deductions.—When deductions are ordered by a court martial, by the authority dealing summarily with a charge against a warrant officer under Section 47, Air Force Act, by his C.O., or by the captain of one of H.M. ships, to be made against an airman under the provisions of Section 138 (3), (4) and (6), Air Force Act, they will be charged against his pay and issues will be restricted accordingly, subject to para. **3475.**

3466. Income Tax.—An airman's liability to income tax, and the procedure to be followed in claiming relief, are dealt with in Section XI of Chapter XXXV.

3467. Maintenance Stoppages.—1. For the purposes of Section 138 (8) and Section 145 (2), Air Force Act, the Air Council have deputed the power of placing an airman under stoppage for the maintenance of his wife and children or any illegitimate children (*see* clause 9) to the following officers:—

(*a*) *Airmen serving at home*—the air or other officer commanding. The power of placing an airman under a stoppage in consequence of a magistrate's order or decree for maintenance or affiliation (but not otherwise) is also deputed to the airman's C.O. provided that he is not below the rank of wing commander (or squadron leader if in command of a station).

(*b*) *Airmen serving abroad* (*including a prisoner of war or an internee of a neutral power*) *or under the command of naval officers in H.M. ships and naval establishments at home*—the Officer i/c Records and, as regards Section 145 (2) (*a*) only, the Assistant Officer i/c Records.

All such orders or decrees will accordingly be sent to the airman's unit if under (*a*), or to the Officer i/c Records if under (*b*).

2. (*a*) In accordance with Section 145 (2), Air Force Act, the portion of an airman's pay which may be appropriated in respect of an order under clause 9 or of a magistrate's order or decree towards the maintenance of his wife and children and any illegitimate children must not exceed such a sum as will leave to the airman one third of his pay if he is a warrant officer, flight sergeant or sergeant, or one fourth of his pay if he is below the rank of sergeant (rank for this purpose includes paid or unpaid acting rank). The proportion of pay so reserved is, however, subject to any other deductions authorised by, or under, the Act or regulations.

(*b*) For the purpose of calculating "pay" for the assessment of maintenance stoppages the following emoluments* of an airman will be taken into account, viz.:—

(i) Pay of rank and group, including progressive pay.
(ii) *Deleted.*
(iii) Good conduct pay.
(iv) Qualification pay as physical training instructor or mental nursing orderly.

* War pay will also be regarded as "pay" for this purpose (*see* A.M.O. A.918/40).

Digitized by Google

(v) Duty pay as schoolmaster (when eligible for continuous duty pay), air gunner, gunner, messing N.C.O., R.A.F. policeman, station policeman, telephonist or torpedoman.
(vi) Crew pay.
(vii) Flying instructional pay.

All other emoluments of an airman will be excluded when calculating the amount of "pay" for this purpose.

(*c*) A qualifying allotment made under para. 2878 to an airman's family in conjunction with family allowance, or a voluntary allotment (not exceeding the appropriate qualifying allotment) towards their maintenance when family allowance is not in issue, will form a first charge against the proportion of the airman's pay, calculated under (*b*) above, which is available to meet maintenance stoppages. Stoppages for maintenance and any sum adjudged to be paid as legal costs under a maintenance order may not be made in excess of the balance of the proportion of pay available.

(*d*) When more than one order for maintenance or affiliation has been made against an airman and the aggregate amounts thereof exceed the proportion of pay available under (*a*) above, the proportion of pay available will be divided at the discretion of the Air Council among the entitled persons.

3. The sum of money, if any, which may be deposited with a C.O. as laid down in Section 145 (3) (*a*), Air Force Act, to enable an airman to attend the hearing of a case and to return to his station will be notified by the C.O. to the clerk to the justices concerned immediately upon its receipt.

4. (*a*) When an order of the nature referred to in clause 1 is received at the airman's unit (when serving at home) the C.O. is at once to instruct the accountant officer to complete in duplicate the statement as to the airman's emoluments and date of enlistment on the reverse of Form 282. The C.O., if qualified by rank to do so (*see* clause 1), will then make an order on the form (in duplicate) for the stoppage of the airman's pay (within the limits laid down in clause 2) to meet the amount of the order of the court, and for the recovery of the arrears and costs referred to in clause 5. If the C.O.'s rank does not qualify him to make the order, he will refer the matter to his superior officer not below the requisite rank. The initial rate of stoppage to be inserted on Form 282 will normally be the full amount available for stoppage under clause 2. An amount less than the maximum referred to will only be inserted on the authority of the Air Ministry where exceptional circumstances exist.

(*b*) When an order of court is received in respect of an airman who is already under stoppages under Section 145, Air Force Act, the C.O. will make a fresh order on Form 282 in accordance with (*a*) above in respect of the further order of court without regard to the existence of any previous orders for stoppages under Section 145. It may thus happen that the amounts of the orders on several Forms 282 may exceed in total the balance of the airman's pay available for stoppages under clause 2. In such a case recovery must proceed only to the extent of such balance. The total stoppage recovered from the airman's pay will be allocated among the entitled persons as provided in clause 2 (*d*).

Digitized by Google

(*c*) One copy of Form 282, together with the original order of court, will be forwarded immediately through the accountant officer to the Air Ministry, to enable payment to be made to the person entitled to benefit. The accountant officer will, subject to clause 2 (*c*) charge the airman's account provisionally with three-fourths (two-thirds if of rank of sergeant or above) of his pay pending receipt of Form 816 from the Air Ministry notifying the actual stoppage to be charged, having regard to arrears and/or other liabilities. The second copy will be sent to the Officer i/c Records for filing with the airman's attestation paper.

(*d*) *Deleted.*

5. If an order or decree has been made for maintenance, any arrears and any sum adjudged to be paid as legal costs in obtaining the order, including any sum deposited with a C.O. to enable the airman to attend the hearing of the case (but not any further sum, not being legal costs, such as birth and funeral expenses) are to be recovered provided that the maximum rates of maintenance stoppages as calculated under clause 2 are not thereby exceeded.

6. When an increase or deduction takes place in the pay (as calculated under clause 2 (*b*)) of an airman who is under an order for compulsory stoppage for maintenance, or any other casualty occurs affecting the rate of recovery, the Air Ministry will be notified on Form 852 in order that if necessary the weekly payments may be adjusted.

7. (*a*) Stoppages for maintenance will not be affected by deductions from pay on account of fines or public or service debts, which will be recovered (subject to para. **3475**) from the proportion of pay reserved to an airman under clause 2. If, however, an airman liable to these stoppages forfeits his pay (other than under para. **3470,** clause 1 (*e*)—*see* sub-clause (*b*)), the stoppages will cease for such period of forfeiture, if it exceeds seven days. The Air Ministry will be notified, on Form 852, without delay, of forfeiture of pay exceeding seven days in order that the weekly payments to the payee may be stopped for the corresponding period.

(*b*) If forfeiture of pay is awarded by court martial or by an airman's C.O. (*see* para. **3470,** clause 1 (*e*)), the forfeiture will apply only to so much of the airman's ordinary pay as remains after stoppages for maintenance have been recovered, and the latter will continue in issue (*see* proviso (*c*) of Section 138, Air Force Act).

8. If a child, for whose maintenance a magistrate's order, or decree, has been made, dies or reaches the age limit directed by the order, the stoppage will be continued until all arrears of maintenance and costs have been paid off. Application must, therefore, be made to the Air Ministry for information as to the total amounts paid and the total amounts charged against the airman.

9. Apart from a magistrate's decree, or order, power exists under Section 145 (2) (*b*), Air Force Act, without an order of court, to order deductions from the pay of an airman for the maintenance of his wife and legitimate children, step-children or adopted children. The procedure for effecting stoppages and making payment to the payee will be the same as that laid down in clause 4, except that the order

Digitized by Google

will not necessarily be for the maximum available for stoppage under clause 2 and will be made by the air or other officer commanding the command or group at home or by the Officer i/c Records if the airman is serving abroad, or under the command of a naval officer in one of H.M. ships or naval establishments at home, and not by the C.O. of the unit.

10. If an airman expresses his willingness to contribute to the maintenance of an illegitimate child, for whose support no magistrate's decree, or order, has been made, the procedure prescribed for voluntary allotments in Section VIII of Chapter XXXV will be followed.

11. When an airman subject to maintenance stoppages changes his unit, the accountant officer will cause the following information to be inserted on his transfer list:—

(*a*) The existence of the order for stoppages.
(*b*) The date to which the stoppages have been made.
(*c*) Any other relevant information affecting the rate of recovery of stoppages.

12. Any complaint or inquiry regarding stoppages will be referred to the Air Ministry.

3468. Medals Replaced.—If an airman is permitted, or required, to replace a decoration, or medal, wilfully made away with, or destroyed, or lost through carelessness or otherwise, he will be subjected to such stoppage of pay as may be necessary to cover the cost of replacement. The amount of the stoppage will be notified by the Air Ministry before a replacement is issued.

3469. Prisoner of War.—An airman does not forfeit his right to pay during the period of his absence as a prisoner of war, unless it has been proved before a court of inquiry convened under the provisions of para. **1324,** that he was taken prisoner through neglect or misconduct on his own part. On rejoining, therefore, no issues of pay in respect of the period prior to rejoining will be made to him until it has been decided whether a court of inquiry is to be held. If such a court is held and decides that the airman is to blame, he will forfeit any balance of pay unissued at the date of rejoining. Otherwise, the unissued balance will be paid to the airman.

3470. Forfeiture of Airman's Pay.—1. An airman will, subject to para. **3471,** forfeit all ordinary pay* (but *see* definition of " ordinary pay ") in the following circumstances:—

(*a*) For every day in desertion or of absence without leave.
(*b*) For every day in custody while under sentence of imprisonment, detention, or field punishment awarded by a civil court or court martial, or by his C.O., or by the captain of one of H.M. ships.
(*bb*) For every day of detention in a Borstal institution awarded by a civil court.

* War pay will also be regarded as " ordinary pay " for this purpose (*see* A.M.O. A.672/40).

Digitized by Google

(*c*) For every day of confinement in a cell when such a punishment is awarded by the captain of one of H.M. ships.

(*d*) For every day of confinement in hospital, or quarters, or service detention room, or naval, military or air force detention barracks, or naval, military, or air force or civil prison, or police cell—

(i) On a charge for an offence of which he is convicted by a court martial (and while awaiting the promulgation of the sentence) or by a civil court, or bound over by a civil court under any Probation of Offenders Act, except when it has been decided under para. **2153**, clause 4 or 5, by the competent officer, that no entry of such "binding over," or conviction, by a civil court shall be made on the service conduct sheet (*see also* para. **3473**);

(ii) On a charge of absence without leave for which he is afterwards awarded detention or field punishment by his C.O.;

(iii) In consequence of his having confessed to having been guilty of desertion or fraudulent enlistment, if the forfeiture during the period of such confinement has been ordered by the competent officer (*see* para. **1168**).

(*e*) For any period during which forfeiture of pay has been awarded by court martial, or by his C.O. (but *see* proviso (*c*) of Section 138, Air Force Act).

(*f*) For every day on which he is in hospital on account of sickness certified by the medical officer attending on him to have been caused by an offence under Section 18, para. (1), (2) or (3), of the Air Force Act of which he has been convicted—*see* para. **1149** as to the procedure.

2. In addition to the forfeiture of "ordinary pay" the following classes of additional pay will cease to be payable for any period during which ordinary pay is forfeited under this para.:—

(*a*) Good conduct pay;
(*b*) Qualification pay of physical training instructor;
(*c*) Duty pay of—
  (i) air gunner;
  (ii) R.A.F. police or station police;
  (iii) gunner;
  (iv) *deleted;*
  (v) messing N.C.O.;
  (vi) schoolmaster (when eligible for continuous duty pay);
  (vii) telephonist;
  (viii) torpedoman;
(*d*) Crew pay;
(*e*) Flying instruction pay;
(*f*) Bonus to drivers (petrol and winch);

provided that crew pay and flying instruction pay will nevertheless be paid if the airman remains continuously at duty and available to perform the duties of the establishment vacancy which he fills or for which the pay is granted.

Digitized by Google

3471. Computation of Time.—1. An airman will be regarded as absent, in custody, in confinement, or in hospital for one day within the meaning of para. **3470,** clause 1 (*a*) to (*d*) or (*f*), when he has been in such circumstances for six consecutive hours, whether wholly in one day or partly in one day and partly in another, or for any less period in which he also failed to fulfil some air force duty thereby causing the duty to be performed by some other person.

2. If an airman has been absent, or in custody, in confinement, or in hospital for one day, as defined in clause 1, and so remains, he will be regarded as being absent or in custody, in confinement, or in hospital for one day for each period of 24 hours, or part of such period, reckoned as from the time the absence, custody, &c., commences, provided that no period of less than 24 hours shall be reckoned as more than one day.

3472. Pay on Acquittal, &c.—An airman acquitted of, or illegally convicted and relieved from the consequences of a conviction on, a charge will, on rejoining for duty, receive his full pay from the date on which he was first placed in confinement. An airman released without trial will similarly receive his full pay, unless his trial has been dispensed with on his confession that he has been guilty of desertion or fraudulent enlistment, when he will suffer such forfeiture of ordinary pay (but *see* para. **3470**) as the competent officer may direct under para. **1168.**

3473. Remission of Forfeiture.—The Air Council may, in very special circumstances on the recommendation of the air or other officer commanding, order the issue of pay to an airman convicted or bound over by the civil power for the period during which he was in confinement awaiting trial or under sentence.

3474. Airman Sent Home for Discharge.—Pay will not be issuable to an airman sent home from abroad under sentence for discharge in England, either while waiting to embark or during the voyage, although he may not be in close confinement. Should, however, any period of imprisonment or detention to which he may have been sentenced expire before his arrival in England, he will be entitled to ordinary pay from the date of such expiration.

3475. Restriction of Cash Issues.—1. Under proviso (*a*) of Section 138, Air Force Act, an airman must be paid, regardless of stoppages and deductions, a sum not less than one penny a day. As a general rule, however, the minimum issue of pay to an airman should not be less than 6*d*. a day, unless a lower amount has been fixed by the C.O. for special disciplinary reasons.

2. This paragraph does not apply to the forfeitures of pay referred to in para. **3470,** clause 1, sub-clause (*e*).

3476. Date of Cessation of Pay on Death.—An airman is entitled to, and his estate will be credited with, pay for the day on which his death occurs.

Digitized by Google

CHAPTER XL.

HALF-PAY.

3496. Applicability of Regulations.—1. The scales of half-pay laid down in paras. **3498, 3499** and **3501,** and the regulations relating thereto will apply to all officers in their respective branches holding permanent commissions (with the exception of legal officers and directors of music who are dealt with in para. **3500**), and also to those officers who have been retained on temporary commissions under special conditions to complete time for service retired pay.

2. The following classes of officers are not liable or eligible to be placed on half-pay*:—

(*a*) Officers holding short service commissions including medium service officers and non-permanent officers of the dental branch.

(*b*) Other officers holding temporary commissions (except officers holding temporary commissions as specified in clause 1), including officers seconded, reseconded or attached from the R.N. or the Army.

3497. Broken Periods on Scale A.—For the purpose of determining the rate of half-pay, scale A, for which an officer is eligible under paras. **3498, 3499** and **3501,** any periods of half-pay aggregating six months or a year and separated from each other by less than two months' full pay service will be held to be a continuous period of six months or a year.

3498. General Duties, Medical and Dental Branches.—1. Subject to clause 2, the half-pay of officers of the general duties branch; of officers of the medical branch up to and including the rank of air vice-marshal, and of officers of the dental branch up to and including the rank of wing commander, will be at the following yearly rates:—

Rank.	Period on half-pay.	Rate.	
		Scale A.	Scale B.
		£ s. d.	£
Pilot officer	First year	181 10 0	100
	Afterwards ..	100 0 0	100
Flying officer ..	First year	214 10 0	100
	Afterwards ..	107 10 0	100
Flight lieutenant ..	First six months ..	281 0 0	150
	Second six months	247 10 0	150
	Afterwards ..	150 0 0	150
Squadron leader ..	First six months ..	495 10 0	200
	Second six months..	281 0 0	200
	Afterwards ..	244 10 0	200
Wing commander ..	First six months ..	660 10 0	275
	Second six months..	454 0 0	275
	Afterwards ..	275 0 0	275
Group captain ..	First six months ..	669 10 0	350
	Second six months..	537 0 0	350
	Or after 6 years in the substantive rank	619 10 0	350
	Afterwards ..	350 0 0	350

* Except as provided in para. **3505,** clause 2.

Digitized by Google

Rank.	Period on half-pay.	Rate.	
		Scale A.	Scale B.
		£ s. d.	£
Air commodore ..	First year	679 0 0	450
	Afterwards	450 0 0	450
Air vice-marshal ..	First year	724 0 0	500
	Afterwards	500 0 0	500
Air marshal ..	First year	905 0 0	650
	Afterwards	650 0 0	650
Air chief marshal ..	First year	995 10 0	800
	Afterwards	800 0 0	800
Marshal of the R.A.F.	—	1,629 0 0	—

2. The following special scale A rates will apply to officers of the general duties branch of the ranks specified who were serving on permanent commissions therein on 30th September, 1925, and to officers of the medical branch of the ranks specified who were serving on permanent commissions therein on the 30th June, 1926.

Special rates.

Rank.	Period on half-pay.	Rate.
		£ s. d.
Flying officer	First year	264 10 0
	Afterwards	132 0 0
Flight lieutenant ..	First six months ..	330 10 0
	Second six months ..	281 0 0
	Afterwards	165 0 0

3499. Equipment and Accountant Branches.—1. Subject to clause 2, the half-pay of officers of the equipment and accountant branches will be at the following yearly rates:—

Rank.	Period on half-pay.	Rate.	
		Scale A.	Scale B.
		£ s. d.	£
Pilot officer	First year	158 10 0	100
	Afterwards ..	100 0 0	100
Flying officer ..	First year	199 0 0	100
	Afterwards	107 10 0	100
Flight lieutenant ..	First year	253 10 0	150
	Afterwards	150 0 0	150
Squadron leader ..	First year	317 0 0	200
	Afterwards	244 10 0	200
Wing commander ..	First year	452 10 0	275
	Afterwards	275 0 0	275
Group captain ..	First year	543 0 0	350
	Afterwards	350 0 0	350

Digitized by Google

2. The following special scale A rates will apply to officers of the equipment and accountant branches of the ranks specified who were serving on permanent commissions in those branches, respectively, on 30th June, 1926.

Special rates.

Rank.	Period on half-pay.	Rate.
		£ s. d.
Flying officer	First year	226 10 0
	Afterwards	132 0 0
Flight lieutenant ..	First year	253 10 0
	Afterwards	165 0 0

3499A. Officers Commissioned from Warrant Rank (excluding Directors of Music).—Officers commissioned from warrant rank (excluding directors of music) will be eligible for half-pay at the rates in force for the time being for officers holding permanent commissions in the equipment branch (*see* para. **3499**).

3500. Legal Officers and Directors of Music.—The rates and conditions of issue of half-pay for legal officers and directors of music will be the same as those applying to Army officers of the military department of the office of the Judge Advocate General and directors of music in the Army respectively as laid down in the Royal Warrant for the Pay, &c., of the Army. The half-pay of these officers will be at the following daily rates:—

Legal Officers.

Rank.	Rate.
	£ s. d.
Flight lieutenant	0 9 6
Flight lieutenant after 15 years' commissioned service	0 11 9
Squadron leader	0 14 3
Squadron leader after 5 years' service as such ..	0 16 9
Wing commander	1 1 6

Directors of Music.

Rank.	Rate.
	£ s. d.
With less than 4 years' commissioned service ..	0 8 7
After 4 years' commissioned service	0 9 6
,, 8 ,, ,, ,, ...	0 10 5
,, 12 ,, ,, ,, ...	0 11 4
,, 15 ,, ,, ,, ...	0 13 7
Wing commander	0 15 10

Digitized by Google

3501. Chaplains.—The half-pay of chaplains will be at the following yearly rates:—

Service as chaplain.	Period on half-pay.	Rate. Scale A. £ s. d.	Scale B. £
Less than 3 years ..	First year	181 10 0	100
	Afterwards	100 0 0	100
After 3 years ..	First year	214 10 0	100
	Afterwards	107 10 0	100
„ 6 „ ..	First year	264 10 0	100
	Afterwards	132 0 0	100
„ 9 „ ..	First six months ..	330 10 0	150
	Second six months	281 0 0	150
	Afterwards	165 0 0	150
„ 15 „ ..	First six months ..	495 10 0	200
	Second six months..	281 0 0	200
	Afterwards	244 10 0	200
„ 21 „ ..	First six months ..	660 10 0	275
	Second six months..	454 0 0	275
	Afterwards	275 0 0	275

3502. *Deleted.*

3503. Allowances and Travelling Expenses.—1. The entitlement (or otherwise) of an officer on half-pay to the refund of travelling expenses, and the issue of travelling allowances, is dealt with in paras. **3013, 3018** and **3435.**

2. Except in so far as allowances are admissible under the paras. referred to in clause 1, an officer on half-pay is not entitled to any allowances.

3504. When Half-Pay is Compulsory.—1 and 2. *Deleted.*

3. Any officer whom the Air Council may decide to place on half-pay, in circumstances not otherwise provided for, will be placed on half-pay, scale B.

3505. Medical Unfitness.—1. An officer may be placed on half-pay, scale A, on account of medical unfitness at the expiration of any period of full pay sick leave which he may have been granted under para. **1380,** provided it be certified by the regulated medical authority that there is a reasonable probability that he will again be fit for duty. Such an officer will be immediately removed from the half-pay list if at any time he is found to be permanently unfit for further service.

2. Half-pay may be granted during a time of national emergency, under the conditions laid down in clause 1, to officers of the following categories provided the disablement from which they are suffering is directly attributable to the conditions of air force service:—

(*a*) A short service, including medium service, officer.
(*b*) A retired officer who is re-employed as an officer.
(*c*) An officer appointed to a temporary commission or an officer of the Reserves or Auxiliary Air Force called up for service.

Digitized by Google

3. (*a*) A re-employed retired officer who is eligible to revert to retired pay on ceasing to be employed will be awarded half-pay plus 25 per cent. of half-pay, or, if more favourable to him, retired pay with no addition.

(*b*) If a re-employed retired officer has commuted any part of his retired pay (or disability retired pay) which would have been liable to suspension had he not commuted, a deduction equivalent to the amount commuted will be made from his half-pay as so increased.

4. *See also* paras. **3512** and **1437,** clause 5.

3506. Effect of Promotion and Service.—1. An officer who is promoted while on half-pay will be eligible, if retained on half-pay, for the half-pay of his new rank, scale A or B as appropriate, from the date of promotion; but the time already spent on half-pay will be counted in determining the rate payable under scale A.

2. Similarly, an officer who, while on half-pay, completes a period of service which qualifies him for a higher rate of half-pay will be eligible, if retained on half-pay, for such higher rate under scale A or scale B, as appropriate, from the day following the date of completion of the period of service, but the time already spent on half-pay will be counted in determining the rate payable under scale A. Thus, a group captain of the general duties or medical branch who completes six years in the substantive rank during his second six months on half-pay, scale A, will be eligible during the remainder of the six months for the higher of the two rates applicable to the rank and period. The same principle will be applied to the chaplain's scale of half-pay.

3. So far as rates of half-pay are affected by length of service, the service which, under the rules contained in para. **3434,** counts towards increments of full pay will also count towards increments of half-pay.

3507. Half-Pay at Officers' Own Request.—1. An officer may apply to be placed on half-pay, and, if the Air Council consent, he will be placed on half-pay, scale B. Such applications from officers who have less than three years' commissioned service will only be entertained in very exceptional circumstances.

2. If, at the termination of a period of half-pay, scale B, granted under clause 1, an officer is placed on half-pay, scale A, the period on scale B will be taken into account in determining the rate of half-pay payable under scale A.

3. An officer who is permitted for private reasons not to take up a posting, or to have his posting cancelled, will not be eligible for half-pay, scale A. In approved cases such officers may be placed on half-pay, scale B (but *see also* para. **3512,** clause 2).

4. An officer who, having taken all the leave for which he is eligible, applies for purely private reasons to be absent from duty for a further period will, if the Air Council consent, be placed on half-pay, scale B.

3508. Employment During Half-Pay.—1. An officer who undertakes employment of the nature referred to in para. **345** will be dealt with as provided therein, and, subject to any special arrangement which may be sanctioned by the Air Council in an exceptional case, will not be eligible for half-pay, scale A or scale B.

Digitized by Google

2. Subject to clause 4, employment in respect of which any pay or other remuneration or allowance is receivable, except employment of a purely casual and temporary character the profits of which are uncertain in amount and of the nature of fees for piece-work, may only be undertaken by an officer on half-pay, scale A, if the prior consent of the Air Council has been obtained. Unless, in exceptional circumstances, the Air Council shall otherwise decide, such consent will only be given subject to the condition that the officer's half-pay shall be reduced to scale B.

3. An officer on half-pay, scale B, may accept any employment consistent with his position as an officer, provided that it is not such as to prevent his immediate return to duty should the Air Council desire to make use of his services.

4. A medical officer on half-pay, scale A or scale B, may engage in private practice, provided that this shall not prevent his immediate return to duty if the exigencies of the service require it.

3509. Sickness on Half-Pay to be Reported.—An officer on half-pay for other than medical reasons will, if he falls sick so that he would be unfit to rejoin for duty if called upon to do so, report his illness to the Air Ministry, attaching a medical certificate. *See* paras. **1514** to **1516** as to admission to hospital and recovery of medical expenses.

3510. Permission to Travel Abroad.—The procedure and conditions under which an officer on half-pay may be granted permission to quit the British Islands are contained in paras. **1373** to **1376.** An application for permission to proceed abroad should reach the Air Ministry at least fourteen clear days before the date on which the applicant wishes to proceed.

3511. Suspension or Withholding of Half-Pay.—In special circumstances, to be determined by the Air Council, the half-pay of an officer, or any portion of it, may be suspended or withheld.

3512. Compulsory Retirement and Removal.—1. Retirement in consequence of non-employment is dealt with in para. **3540.**

2. Subject to para. **3507,** clause 3, an officer on half-pay who is fit for service, and who neglects to serve when called back for duty, shall be liable to be removed from the service.

3513. Counting of Half-Pay Time.—Time on half-pay will count towards full pay increments, and towards retired pay, or gratuity on retirement, as laid down in Chapters XXXIX and XLI respectively.

3514. Payment of Half-Pay.—The issue of half-pay will be made in the manner prescribed in Section I of Chapter XLIV.

Digitized by Google

CHAPTER XLI.

CONDITIONS OF RETIREMENT, RESIGNATION AND TRANSFER TO THE RESERVE; RETIRED PAY, DISABILITY RETIRED PAY, AND GRATUITIES—OFFICERS†.

SECTION I.—GENERAL PROVISIONS.

3534. Voluntary Retirement.—1. An officer under the age of 40 (45 for an officer of the accountant branch) will not be permitted to retire voluntarily on retired pay.

2. Voluntary retirement, whether on retired pay or with a gratuity under para. **3568** or **3570**, will only be permitted subject to the interests of the service.

3. The attention of officers contemplating voluntary resignation, or voluntary retirement on retired pay or gratuity is drawn to paras. **3767**, clause 1 (*e*) and (*f*), and **3768**, clause 2.

3535. Applications to Retire, &c.—1. An officer who wishes to retire, resign his commission,* or transfer to the reserve, will, in making his application, give his reasons in full so as to enable the Air Council to arrive at a decision. Only in very exceptional circumstances will a short service or medium service officer or a non-permanent officer of the dental branch be permitted to transfer to the reserve at his own request before he has completed his term of service on the active list. An officer who is so permitted will be required to serve in the reserve until the date on which his reserve service would have expired had he completed his term of service on the active list.

2. A C.O., in forwarding an application from an officer to retire, or to resign his commission, or to transfer to the reserve before his period of service on the active list expires, will, if such is the case, certify that the application is not submitted on account of any misconduct on the part of the officer. If the application is the result of misconduct, or of anything affecting the officer's honour or character as a gentleman, the C.O. will state all the circumstances and particulars and will obtain the officer's signature to any adverse report which he forwards. The air or other officer commanding will ensure that the statement gives a complete account of the facts before he forwards the application to the Air Ministry.

3. When an officer applies to retire, resign, or transfer to the reserve, he will state in his application whether there are any claims against him within his knowledge. If an applicant to resign* (not being a chaplain, legal officer, medical quartermaster or director of music) holds a permanent commission, he will also state whether he is prepared to join the reserve. The C.O. in forwarding the application, will report whether—

---

* A permanent or short service officer who is allowed to resign his commission voluntarily is ineligible for retired pay or gratuity. *See* para. **3573** as regards medium service officers and para. **3574** as regards non-permanent officers of the dental branch.

† *See* para. **1096A** as to acceptance by officers of business appointments within two years of retirement or resignation.

Digitized by Google

(*a*) if the officer is applying to retire, his attention has been drawn to para. **3542**;

(*b*) all local claims against the officer have been paid;

(*c*) there are any outstanding claims, local or other; and

(*d*) there is any objection to the resignation, retirement, or transfer to the reserve.

As regards (*c*), a statement by the accountant officer will be attached giving particulars of any advances which may have been made, or of public money still to be accounted for by the officer. (Any advances subsequently made must be specially notified to the Air Ministry on the date of payment.)

4. An officer at home on leave from abroad wishing to retire, resign, or transfer to the reserve, will, save in exceptional circumstances, submit his application through his C.O. and not to the Air Ministry direct.

5. Application to resign must be accompanied by a written undertaking from the officer that he will not enter the service of a foreign power within five years of his resignation without first obtaining the permission of the Air Council.

6. Prior to the transfer to the reserve of an officer of the general duties branch, a C.O. will furnish on Form 1418 direct to the Air Ministry and the Superintendent of Reserve (one copy to each), a report on his flying ability and efficiency. The reports will be furnished so as to reach their destination not less than one month before the officer is due for transfer. Where an officer is posted to No. 1 R.A.F. Depôt supernumerary pending transfer, the reports will be furnished by the unit at which he served prior to this posting, and not by the Commandant of the Depôt. If an officer is posted to No. 1 R.A.F. Depôt or other unit for duty within the last three months of his service, a report (one copy only) will be furnished to the C.O. of the Depôt or other unit by the C.O. of the unit at which the officer previously served.

3536. Effective Date of Retirement, &c.—The retirement, resignation, or transfer to the reserve of an officer will become effective as from the date notified in the *London Gazette* (but *see also* para. **3414** as to the cessation of full pay).

3537. Action after Retirement, &c., Approved.—1. When retirement, resignation or transfer to the reserve has been approved, or when an officer has been removed from the service, the C.O. will report on the day the officer leaves the service whether—

(*a*) the officer has been cleared as directed in para. **2428**;

(*b*) handing-over certificates (where applicable) have been completed as laid down in para. **2427**;

(*c*) confidential books and documents in the custody of the officer have been satisfactorily accounted for or returned;

(*d*) any non-public funds for which the officer was responsible have been audited and properly handed over;

(*e*) all liabilities have been acknowledged and settled by the officer; and

(*f*) the C.O. is aware of any claim which has arisen, or may arise, in connection with the loss of or damage to public property, including cash, in the charge of the officer.

Digitized by Google

If it is not possible to forward certificates on the day the officer leaves the service, a report of the circumstances will be forwarded.

2. If there are any claims outstanding, or pending against the officer, which cannot be settled without delaying his departure, full particulars and the amounts must be reported to the Air Ministry, the officer being advised accordingly in writing.

3. The address of the officer will be reported to the Air Ministry and three specimen copies of his signature will be forwarded with his clearance certificates.

4. The prompt rendering of the reports referred to in clauses 1 and 2 is of the utmost importance since Air Ministry authority under para. **2785** to issue the final balance of pay may be withheld until these reports are received.

3538. Compulsory Terminations of Commissions, Compulsory Retirements, Resignations and Transfers to the Reserve and Removals from the Service.—1. An officer who is still on probation shall be liable to have his commission terminated at any time.

2. An officer shall be liable to be removed from the service at any time for misconduct. He may, however, if the Air Council so decide, be called upon to resign his commission as an alternative to removal. In such a case, failure to submit a formal application to resign would involve removal.

3. An officer who has not been guilty of misconduct may at any time be called upon to retire or resign his commission on grounds of unsuitability, incapacity, inefficiency or for any other reason should the circumstances, in the opinion of the Air Council, require it. Alternatively, if the officer's commission carries with it a liability for reserve service, he may, if the Air Council so decide, be called upon to apply for transfer to the reserve. If the officer fails to submit a formal application to retire, to resign or to be transferred to the reserve, his retirement; the relinquishment of his commission or his transfer to the reserve will be effected compulsorily without such an application.

4. An officer who has been called upon to retire, to resign his commission or to transfer to the reserve under clause 3 will, on submitting an application through the proper channels, be accorded an interview with a member of the Air Council in order that he may have an opportunity of further stating his case, should he so desire. An officer whose commission is terminated for any reason while he is still on probation or who is removed from the service or called upon to resign under clause 2 will not be entitled to an interview with a member of the Air Council.

5. *See also* para. **3512.**

3539. Retirement or Relinquishment for Medical Unfitness.—An officer may be retired or required to relinquish his commission at any time on account of medical unfitness.

3539A. Relinquishment for Unfitness for Air Crew Duties only.—An officer of the general duties branch, other than a regular officer holding a permanent commission, who is at any time found permanently unfit for air crew duties though fit for ground duties (*see* para. 1430) will, if it is decided that he cannot suitably be retained in the service for ground duties, relinquish his commission.

Digitized by Google

3540. Retirement for Non-Employment.—1. An officer for whom no further employment will be available will be given warning to that effect and will be placed on the retired list upon the termination of his appointment.*

1A. On the completion of five years from the date of an officer being seconded to an appointment classified by the Air Council as military employment (*see* para. **345**) he shall, if he does not return to air force duty, be retired. In exceptional circumstances, however, the Air Council may at their discretion allow an extension of the period of secondment up to ten years.

2. On the completion of five years from the date of an officer being seconded to an appointment classified by the Air Council as quasi-military employment (*see* para. **345**), he shall, if he does not return to air force duty, be retired.

3. On appointment to civil employment (*see* para. **345**), an officer shall retire, unless he is seconded or is placed (or allowed to remain) on half-pay.

4. An officer who has been seconded to civil employment under clause 3 may be retired at any time during the appointment and shall be retired on completion of three years in the appointment if he does not then return to air force duty.

5. An officer, except a marshal of the R.A.F., who has been on half-pay for three years continuously shall be retired. For this purpose any periods aggregating three years and separated from each other by less than two months' full pay service will be held to be a continuous period of three years.

3541. A.D.C. Not Exempted from Retirement.—An officer who holds the appointment of principal air aide-de-camp, or air aide-de-camp to H.M. the King, shall not, in virtue of his position in either of those capacities, be exempted from retirement for non-employment.

3542. Liability to Recall to Service.—1. An officer who has been placed on the retired list, shall remain liable to be recalled to service with the regular air force at a time of imminent national danger or of great emergency, up to the following ages:—

Substantive rank on retirement.

Flying officer	Up to the age of 60.
Flight lieutenant ..	
Squadron leader ..	
Wing commander ..	
Group captain ..	
Air commodore	Up to the age of 65.
Air vice-marshal ..	
Air marshal	Up to the age of 67.
Air chief marshal ..	

* During the war which commenced on 3rd September, 1939, an officer for whom no further employment is available and who is given at least three months' notice to that effect will be placed on the retired list upon the termination of his appointment. If less than three months' notice is given, the officer will be placed on the retired list on the expiration of three months from the date of the notice. This provision applies solely to officers holding permanent commissions in the R.A.F. and officers retained on temporary commissions to complete time for retired pay; it does not apply to retired officers recalled to service or to short service, medium service, non-permanent and non-regular officers.

Digitized by Google

2. The services of an officer recalled as in clause 1 may be retained during the continuance of the emergency, although he may pass the age limit for recall during his employment.

3. If an officer in receipt of retired pay, who is liable to recall and is recalled under this regulation, fails to join for duty at the time and place notified to him, for reasons which are not deemed satisfactory by the Air Council, his retired pay, or any portion of it, may be suspended or withheld.

4. Nothing contained in clauses 1 to 3 of this para. shall apply to an officer who has retired on account of mental or physical incapacity certified by the regulated medical authority, or on account of misconduct.

5. For the suspension of the retired pay of retired officers re-employed and an addition to pay while retired pay is suspended, *see* paras. **3546** and **3435A.** As regards outfit allowance, *see* para. **3336.**

6. An officer on the retired list who is recalled to service under this para. will be re-employed in the substantive rank and branch in which he was serving at the time of his retirement. An officer on the retired list who is not required for employment in the rank and/or branch in which he was serving at the time of his retirement will not be recalled under this para. but if he can usefully be employed in another capacity he may be granted a commission in the appropriate rank and branch in the R.A.F. Volunteer Reserve. *See* para. **121** as regards the seniority, &c., of retired officers re-employed as officers.

3542A. Training of Retired Officers in Peace-time.—1. Retired officers who are liable to recall to service under para. **3542** may be designated in peace-time for the appointments they would be required to fill in time of emergency, and arrangements may be made for an officer so selected to undergo, in the duties of the post for which he has been selected, such training, not exceeding fourteen days in any one year, as may be considered necessary.

2. (*a*) While undergoing training, officers will receive pay as laid down in para. **3435A** for officers re-employed in emergency, and that para. will apply so far as appropriate. Retired pay will be suspended as laid down in para. **3546,** clauses 3 and 4, but for convenience, and to avoid unnecessary interruption for short periods of the issue of retired pay by the Paymaster General, officers in receipt of such pay who undergo training in peace-time will continue to draw it, but it will be regarded as pay during the period of training and they will receive, in addition, through the accountant officer of the unit, only the balance of pay as laid down in para. **3435A.** Travelling allowances at the rates in force for serving officers, not exceeding the amount admissible for a journey from the officer's registered address or from the port of disembarkation in the United Kingdom if resident abroad, will be issuable to retired officers attending for training or for medical examination in connection with their fitness or suitability for further training. In the absence of provision in kind, officers will be eligible for allowances at the rates and under the conditions laid down for single officers. No allowance will be issued for the upkeep of uniform.

(*b*) The grant of sick leave with pay and medical and hospital treatment will be subject to the rules laid down in paras. 122, 123 and 128 of R.A.F. Reserve Regulations (A.P. 938).

Digitized by Google

(*c*) If an officer sustains during a period of training a disability directly attributable to the conditions of service he will be eligible for additional retired pay in respect of such disability on the scale and under the conditions (so far as they are applicable) laid down for permanent officers in para. **3615.** Should an officer die from a cause attributable to the conditions of service, his widow and/or other dependants will be eligible for awards at the rates and under the conditions (so far as they are applicable) laid down for permanent officers in Chapter XLIII.

(*d*) Any pay issued by accountant officers under this instruction should be reported specially in the annual return called for under para. **2950.**

3543. Retention Beyond Date for Retirement, &c.—1. At a time of imminent national danger, or of great emergency, or in the event of there being other very special circumstances making it desirable to retain an officer temporarily in the execution of the duty on which he is employed, he may, at the discretion of the Air Council, be retained on the active list for so long, after the date when his service on the active list would otherwise terminate, as his services continue to be required.

2. An officer retained on the active list under clause 1 at a time of national emergency beyond the date when he would otherwise be retired on account of age, or age and length of service, will from that date be retired and immediately re-employed and will be treated, for purposes of pay and retired pay (*see* paras **3435A** and **3546**) as a retired officer re-employed, and his further service will not be reckonable towards retired pay or retirement gratuity, nor will any promotion which he may receive render him eligible for retired pay exceeding the amount for which he was eligible when his service on the active list would normally have terminated.

3. A short service, or medium service, officer, or non-permanent officer of the dental branch retained on the active list under clause 1 at a time of national emergency beyond the date when in the ordinary course he would be due for transfer to the reserve (or, in the case of a chaplain, for gazettement out of the service) will from that date be transferred to the reserve and immediately called up for air force service or, if a chaplain, be treated as an officer of the reserve called up for air force service, and will retain his existing seniority. For the effect of this on gratuity, *see* para. **3571,** clause 4, para. **3573,** clause 3, and para. **3574**, clause 3.

3544. Right to Retired Pay or Gratuity.—An officer shall not have any right to retired pay or gratuity, unless the Air Council is satisfied with his conduct as an officer and with the manner in which he has performed his duties.

3545. Commutation of Retired Pay*.—1. An officer who has attained the age of forty years, or who is permanently incapable, through disability, of further service, may be permitted, on the recommendation of the Air Council, to commute a portion of his retired pay under the Pensions Commutation Acts, 1871 to 1882. The value of the commuted sum is calculated in accordance with a table§ approved by the Lords Commissioners of H.M. Treasury.

* The conditions under which a permanent wounds pension granted under former regulations may be commuted, in whole or part, may be ascertained by application to the Air Ministry.

§ The table is published in the January and July editions of the *Air Force List.*

Digitized by Google

2. During a time of war, commutation on the part of an officer who is eligible for employment on active service, will not be permitted.

3. The Air Council will not recommend the commutation of retired pay to the extent of more than one half of it.

4. An officer will not be permitted to commute such proportion of his retired pay as would leave him with less than £150 a year uncommuted. In special circumstances the Air Council may be prepared to recommend an exception being made to this rule in the case of an officer in receipt of retired pay of less than £180 subject to the amount to be commuted not exceeding £30, and the amount remaining uncommuted not being reduced below £120 a year.

5. Temporary retired pay is not commutable.

6. An officer may commute his retired pay within the above limits notwithstanding that he holds a civil appointment.

3546. Forfeiture, Suspension or Withholding of Retired Pay.—1. In special circumstances, to be determined by the Air Council, retired pay granted to an officer, or any portion of it, may be suspended or withheld (*see* para. **4**, clause 1, as regards forfeiture of retired pay). In exceptional cases, payment of part or the whole of the retired pay suspended may, with the consent of the Lords Commissioners of H.M. Treasury, be made by the Air Council to, or for the benefit of, the wife or other dependants of the officer instead of to the officer himself.

2. If an officer, prior to being appointed to a permanent or short service commission, has been awarded any service or disability retired pay, or service or disability pension (exclusive of an officer's wounds pension, awarded under former regulations), such retired pay or pension will cease to be payable from the date of the commission.†

3. The retired pay (including disability retired pay except as provided in clause 4) of an officer re-employed as an officer by reason of a national emergency will be suspended for the period of re-employment. For the purpose of this regulation " re-employment " is to be read as including re-employment in the R.N., the R.M. or the Army or in dominion, colonial or Indian forces as well as re-employment in air force service by recall under para. **3542**, or as an officer of the Reserve of Air Force Officers, the R.A.F. Volunteer Reserve or the Auxiliary Air Force, or otherwise. For an addition to the pay, while retired pay is suspended, of an officer re-employed in air force service, *see* para. **3435A.**

4. The following will not be suspended during such re-employment:—

(*a*) Retired pay or pension granted on account of disablement arising out of service during the period of the Great War as defined in para. **3607** (*a*) under any pension instrument administered by the Minister of Pensions.

(*b*) A disability addition to retired pay under para. **3615**, clause 3, or para. **3634**, clause 3.

† 1. The application of this clause will require consideration in the event of a commission being granted to an officer in receipt of retired pay or pension or other allowance from the Ministry of Pensions.

2. The retired pay or pension of certain officers granted short service commissions will be resumed on the termination of their period of service on the active list.

Digitized by Google

(*c*) Disability retired pay granted under para. **3616** or para. **3617** or under the provisions of A.P. 938 (Reserve of Air Force Officers), A.P. 1108 (Special Reserve) or A.P. 968 (Auxiliary Air Force).

(*d*) Disability retired pay granted on account of disablement arising out of service after 2nd September, 1939, on the scale appropriate to non-regular officers, under any pension instrument administered by the Minister of Pensions.

5. The retired pay of an officer who enlists for service in the ranks of H.M. forces during a period of national emergency will not be suspended.

6. As regards removal from the retired list, *see* para. **3549.**

3547. Notification to Air Ministry by Retired Officers.—1. An officer on the retired list is required to report in writing to the Air Ministry on the 1st January in each year.

2. An officer on the retired list who is liable to be recalled to serve with the regular air force under the provisions of para. **3542,** is required, in addition to reporting under clause 1, to keep the Air Ministry informed of his address and of any change in his address.

3. An officer on the retired list proposing to proceed abroad is required to notify to the Air Ministry his address and the probable duration of his stay abroad.

3548. Service with a Foreign Power.—An officer who is in receipt of retired pay or who retired with a gratuity shall not enter the service of a foreign power without the consent of the Air Council.

3549. Removal from the Retired List.—An officer shall be liable to be removed from the retired list for misconduct.

3550. Effect of Kitchener Medical Services Scholarships on Award.—Where an officer, who, before appointment, was awarded a " Kitchener Medical Services " scholarship*, becomes eligible for a non-effective award under the regulations before having completed 15 years' service, the total amount of the scholarship received shall be taken into account in calculating the amount of such non-effective award.

SECTION II.—RETIRED PAY AND GRATUITIES FOR OFFICERS HOLDING PERMANENT AND SHORT SERVICE COMMISSIONS, MEDIUM SERVICE OFFICERS AND NON-PERMANENT OFFICERS OF THE DENTAL BRANCH.

3558. Applicability of Regulations.—1. Except as provided in paras. **3569** and **3570,** the regulations contained in this section do not apply to directors of music or legal officers.

2. Only officers holding permanent commissions are eligible for retired pay under this section.

3559. Period of Service and Minimum Age Necessary to Qualify for Retirement on Retired Pay.—1. Except as provided in clauses 2 and 4, the minimum period of service qualifying for retirement on retired pay will be twenty years. Subject to para. **3534,** clause 1, for an accountant

* *See* A.M.O. A.180/35.

Digitized by Google

officer permitted to retire voluntarily, the minimum age will be forty. For conditions relating to service and age affecting the retired pay of officers invalided, *see* para. **3615,** clause 2.

2. If an officer, granted a permanent commission, has had previous service in the R.A.F. under a temporary engagement during the Great War, and the normal compulsory retiring age of his rank and branch would necessitate his retirement with less than twenty years' service, he will be permitted to continue to serve until he has completed the qualifying period, which may, however, if the Air Council so decide, be reduced to not less than fifteen years.

3. An officer continuing to serve under clause 2 will not be entitled to retire at his own request until he has completed twenty years' service. He will be liable, however, to be retired at the discretion of the Air Council at any time at which his age exceeds the normal compulsory retiring age of the rank then held by him and his service exceeds fifteen years. If so retired he may be granted retired pay calculated on the period of reckonable service actually rendered; always provided that the retirement is not the result of such misconduct or negligence as in the opinion of the Air Council would justify the refusal of this privilege.

4. The period of service qualifying for retirement on retired pay may be reduced to not less than fifteen years for an officer of the general duties branch (other than an officer to whom clause 2 is applicable) who, being of the rank of flight lieutenant or below, is compulsorily retired at the age of forty as under the regulations in force prior to 21st June, 1928. *See* para. **3562,** clause 2 (*a*) (ii).

3560. Reckoning of Service towards Eligibility for Retirement on Retired Pay.—1. Subject to any exception which may be specially sanctioned by the Air Council for an officer reinstated on the permanent list of the R.A.F., no service after retirement will be reckoned as service qualifying for retired pay.

2. Subject to any exception which may be specially sanctioned by the Air Council for an officer reinstated on the permanent list of the R.A.F. after retirement therefrom, no past service will be reckoned if there has been a break in service of more than five years.

3. Subject to clauses 1 and 2, the following will be reckoned towards the period of service required to qualify for retirement on retired pay:—

(*a*) All service in the regular air force on a permanent commission.

(*b*) All service in the regular air force on a short service commission (or, in the dental branch, a non-permanent commission) before appointment to a permanent commission, provided that a gratuity has not been received in respect of such service, or, if received, has been refunded.

(*c*) All service in the regular air force on a temporary commission (other than a temporary commission granted subject to special conditions which exclude the issue of emoluments at air force rates) before appointment to a permanent commission, provided that a gratuity has not been received in respect of such service, or, if received, has been refunded.

(*d*) All commissioned service in the R.N., R.M., or the Army, before appointment to a permanent commission in the R.A.F.

Digitized by Google

provided that it shall not be reckoned to a greater extent than if it had been service in the R.A.F.

(*e*) Commissioned service on full pay in the Reserve of Air Force Officers when mobilized, or in the Auxiliary Air Force when embodied before appointment to a permanent commission.

(*f*)* Previous service in the substantive rank of warrant officer or commissioned officer from warrant rank in the R.N., the Royal Naval Air Service or the R.M. For this purpose the following will be reckoned as service in the substantive rank, viz. service as temporary or acting warrant officer if followed without break of service in the rank by confirmation in the rank or by substantive promotion to higher rank. Service reckonable under this sub-clause will not include service as warrant officer, class I or class II, R.M.

(*g*)* Such previous qualifying service in the substantive rank of warrant officer, class I (R.M. or Army) or sergeant major, 1st class, or warrant officer (R.A.F.) as would be reckonable in the particular case towards airmen's pension under paras. **3672** and **3673**, and one-half of such previous qualifying service in the rank of warrant officer, 2nd class, or any lower rank or as a naval rating as would be so reckonable. For this purpose (i) enlisted service as a flight cadet (old style) will be reckoned as the equivalent of warrant officer, class I; (ii) the following will be reckoned as service in the substantive rank, viz. (A) service as temporary warrant officer, class I, if the temporary rank was granted during the Great War; (B) service as paid acting warrant officer, class I, if the paid acting rank was granted during the Great War and was held continuously for more than six months, or in a vacancy in the establishment; (C) service as paid acting sergeant major, 1st class, in the R.A.F. if followed without break of service in the rank by confirmation in the rank or by substantive promotion to higher rank.

(*h*) Previous service as probationary flight or observer officer in the Royal Naval Air Service or R.A.F. subject to the same conditions with regard to gratuity as under sub-clause (*c*) above.

3561. Reckoning of Service for Calculating Rates of Retired Pay.—1. No service will be reckoned for the purpose of calculating rates of retired pay unless it is reckonable under para. **3560** towards eligibility for retirement on retired pay.

2. Rates of retired pay, however, will not necessarily be based on the whole of service reckoning towards retirement on retired pay; only the periods of such service stated in clause 3 below will be reckoned.

3. Subject to clause 1, the following will be reckoned as service for the purpose of calculating rates of retired pay:—

(*a*) Commissioned service on full pay in the regular air force except (but *see* (*c*), (*f*) and (*g*) below) service during periods of secondment; provided that, in the case of service on full pay

* This rule applies to officers granted permanent commissions after 31st March, 1926. Officers who already held permanent commissions on that date will have their previous service in the ranks reckoned in accordance with the rules previously in force if more to their advantage.

Digitized by Google

during attendance at a university course under para. **375B**, the officer has continued to serve in the R.A.F. for a period of not less than five years from the date of the termination of the course or has been invalided before completing such period.

(*b*) Three-quarters of any period of special leave without pay granted to enable an officer to attend a general educational course at a university.*

(*c*) The period of commissioned service without pay (not exceeding one year in all for a medical officer or six months in all for a dental officer) for which a medical or dental officer has been seconded or in respect of which his commission has been antedated under para. **326** or **326A.** (Note:—This period will not, however, reckon as service for the purpose of the retirement gratuities awarded to medical and dental officers on voluntary retirement with less than 10 years' service.)

(*d*) The additional period of six months by which a commission is antedated when granted to a university candidate who has graduated with first or second class honours.

(*e*) One-third of service on air force half-pay.

(*f*) Service during secondment to an appointment classified by the Air Council as military employment (*see* para. **345**).

(*g*) Service during secondment to an appointment classified by the Air Council as quasi-military employment (*see* para. **345**), provided that the officer has returned to ordinary air force service and continued therein for not less than three years; or, after his return, is invalided before completing three years' subsequent service.

(*h*) Previous commissioned service in the R.N., the R.M., or the Army, if reckonable towards retired pay under the regulations of those services respectively.

(*j*) Commissioned service on full pay in the Reserve of Air Force Officers when mobilized, or in the Auxiliary Air Force when embodied before appointment to a permanent commission.

(*k*) Service before promotion to commissioned rank as under para. **3560**, clause 3 (*f*) and (*g*) and footnote thereto, and (*h*).

3562. Compulsory Retiring Ages—General Duties, Medical, Dental, Equipment and Accountant Branches.—1. Subject to the exceptions in clause 2 and to clause 3, the compulsory retiring ages for officers in the general duties, medical, dental, equipment and accountant branches will be as follows:—

* This provision only applies to an officer who was granted permission to attend a university course under A.M.O. 337/21 (now cancelled). The counting of time is subject to the proviso contained in paragraph 3 (*d*) of that order which reads as follows:—" (*d*) If the Air Council be satisfied with the progress made by an officer in his studies at the university, three-quarters of the period spent on special leave may be allowed to count as time towards his retired pay provided he continues to serve on the active list of the R.A.F. for a period of three years from the date of termination of the course."

Digitized by Google

	General Duties Branch.	Medical Branch.	Dental Branch.	Equipment Branch.	Accountant Branch.
*Air chief marshal ..	60	—	—	—	—
*Air marshal					
*Air vice-marshal ..	60	60	—	—	—
Air commodore ..	57	59	—	60†	60†
Group captain ..	53	57	57	60	60
Wing commander ..	50	55	55	57	57
Squadron leader ..	47	55	55	53	53
Flight lieutenant ..	45	—	—	45	50
Flying officer ..					

2. In the following instances the compulsory retiring ages laid down in clause 1 will be modified as hereunder provided:—

(*a*) *General Duties Branch.*

(i) *Deleted.*

(ii) *Flight Lieutenants and Flying Officers.*—Save as may be specially decided by the Air Council, a flight lieutenant or flying officer who has held a permanent commission in the general duties branch continuously from a date prior to 21st June, 1928, will be retired as under the regulations then in force at the age of 40. In the case of other officers of these ranks it will also be within the discretion of the Air Council to enforce retirement between the ages of 40 and 45, provided the officer has completed twenty years' service reckonable towards eligibility for retirement on retired pay under para. **3560.**

(*b*) *Medical Branch.*

(i) *General.*—An officer to whom the retiring ages in clause 1 apply who is passed over for promotion may be retired at any time after he has completed twenty years' commissioned service if the Air Council consider his further retention is not desirable.

(ii) *Air Commodores, Group Captains, Wing Commanders and Squadron Leaders.*—Except as provided in (iii), an air commodore, group captain, wing commander or squadron leader who held a permanent commission in the medical branch on the 19th July, 1933, and who on that date had five or more years' service (counting as " service " for this purpose any period of secondment and any antedate under para. **326**) will be retired at the retiring age appropriate to his rank under the regulations then in force (viz. air commodore 57, group captain 55, wing commander 51, squadron leader 48).

(iii) *Wing Commanders and Squadron Leaders.*—A wing commander or squadron laeder who is due to be retired under (ii) may, at the

* The Air Council may, at their discretion, retain an officer of the rank of air chief marshal, air marshal, or air vice-marshal beyond the normal maximum retiring age if they judge it to be in the interests of the service to do so. Officers of these ranks will not normally be allowed to retire voluntarily before attaining the compulsory retirement age of their rank though they will be liable to compulsory retirement before attaining that age under para. **3540**, clause 1.

† The Air Council may, at their discretion, authorise retention beyond the normal maximum retiring age if they judge it to be in the interests of the service to do so.

Digitized by Google

discretion of the Air Council, be allowed to serve up to such age (not exceeding 55) as they may determine.

(*bb*) *Dental Branch.*

(i) *General.*—An officer to whom the retiring ages in clause 1 apply who is passed over for promotion may be retired at any time after he has completed twenty years' commissioned service if the Air Council consider his further retention is not desirable.

(ii) *Wing Commanders and Squadron Leaders.*—The application to an officer who held a permanent commission before 1st October, 1935, of the retiring ages laid down in clause 1, instead of those previously in force (viz. wing commander 51, squadron leader 48), will be at the discretion of the Air Council.

(*c*) *Equipment Branch.*

(i) *Wing Commanders and Squadron Leaders.*—A wing commander or squadron leader who held a permanent commission in the equipment branch on 30th June, 1926, will not be required to serve beyond the retiring age appropriate to his rank under the regulations then in force (viz. wing commander 55, squadron leader 50) but at the discretion of the Air Council he may be allowed to serve up to the age laid down in clause 1.

(ii) *Flight Lieutenants and Flying Officers.*—A flight lieutenant or flying officer may, at the discretion of the Air Council, be allowed or (except an officer who held a permanent commission in the equipment branch on 30th June, 1926) required to continue to serve until he reaches the age of 48.

(*d*) *Accountant Branch.*

(i) *Wing Commanders and Squadron Leaders.*—A wing commander or squadron leader who held a permanent commission in the accountant branch on 30th June, 1926, will not be required to serve beyond the retiring age appropriate to his rank under the regulations then in force (viz. wing commander 55, squadron leader 50) but at the discretion of the Air Council he may be allowed to serve up to the age laid down in clause 1.

(ii) *Flight Lieutenants and Flying Officers.*—A flight lieutenant or flying officer who held a permanent commission in the accountant branch on 30th June, 1926, will normally be retired on reaching the retiring age appropriate to his rank under the regulations then in force, viz. 45 but may be allowed or required to continue to serve to the age of 48. At the discretion of the Air Council he may be specially allowed to serve till the age of 50.

3. The compulsory retiring ages laid down in this para. are subject to variation either upwards or downwards as the Air Council may from time to time determine. Such variations, however, would not be compulsorily applied to any officer so as to affect his retirement in the rank held by him at the date of the order announcing the change.

3562A. Compulsory Retiring Age—Chaplains.—A chaplain may be retired at any time after reaching the age of 50 but will not normally

Digitized by Google

be retired until he has completed 20 years' service reckonable towards eligibility for retirement on retired pay under para. **3560.** At the discretion of the Air Council, however, he may be allowed—or, if granted a permanent commission after 1st August, 1928, required—to continue to serve up to the age of 60*.

3562B.—Officers Commissioned from Warrant Rank (excluding Directors of Music).—The compulsory retiring age for officers commissioned from warrant rank (excluding directors of music—*see* para. **3569**) will be 55 irrespective of rank, except that officers (other than medical quartermasters) commissioned prior to 1st January, 1937, and due for compulsory retirement at the age of 50 under the regulations then in force may be allowed, at the discretion of the Air Council, to serve to the age of 55.

3563. Rates of Retired Pay—Air Officers above the Rank of Air Commodore.—1. A marshal of the R.A.F. will not retire. If not employed he will be placed on half-pay at the rate laid down in para. **3498.**

2. For other air officers above the rank of air commodore the rates of retired pay are as follows:—

Air chief marshal	£1,300 a year.
Air marshal	£1,120 a year.
Air vice-marshal	£950 a year.

3. Clause 2 must be read in conjunction with paras. **3559** to **3561.**

3564. Scale of Retired Pay—Air Commodores.—1. Subject to clause 2, the following are the scales of retired pay applicable to officers of the rank of air commodore:—

(*a*) *General Duties and Medical Branches.*—£588 a year after twenty years' service, increased by £20 for each additional year beyond twenty up to a maximum of £860.

(*b*) *Equipment and Accountant Branches.*—£510 a year after twenty years service, increased by £20 a year for each additional year beyond twenty, up to a maximum of £810.

Service will be calculated as laid down in para. **3561.**

2. To qualify for retired pay under clause 1, an officer must have served for not less than one year in the substantive or war substantive rank of air commodore.

3. If the conditions laid down in clause 2 are not fulfilled or if it is more beneficial to him, an air commodore may count his service in that rank as service in the next or any lower rank for the purposes of retired pay.

3564A. Scale of Retired Pay—Group Captains of the General Duties Branch.—1. The scale of retired pay applicable to group captains of the general duties branch who have served in the substantive rank of group captain for three complete years on full pay is £550 after twenty years' service, increased by £20 for each additional year beyond twenty

* A chaplain-in-chief will not normally be allowed to retire voluntarily before completing his tenure of appointment.

Digitized by Google

up to a maximum of £750. Service will be calculated as laid down in para. **3561.**

2. Officers of the general duties branch holding the substantive or war substantive rank of group captain who, on retirement, have not qualified for retired pay under clause 1, and those who have so qualified to whom it would be more beneficial, will be eligible for retired pay as provided in para. **3565,** clause 1, up to a maximum of £750.

3. Group captains of the general duties branch who were serving in that branch in the substantive rank of group captain on the 25th August, 1932, will have the option of having their retired pay assessed under this para. or under the old regulations, which are those applicable to group captains of the medical branch (*see* para. **3564B**).

3564B. Scale of Retired Pay—Group Captains of the Medical Branch.—The scale applicable to group captains of the medical branch is the same as that applicable to wing commanders and below (*see* para. **3565**), except that the maximum yearly rate for a group captain of the medical branch is £814 10*s.*, and that the scale laid down in para. **3565** for officers retiring at the age of 55 is applicable to group captains of the medical branch retiring at the age of 55 or over.

3565. Scale of Retired Pay—General Duties and Medical Branches—Officers below the Rank of Group Captain.—1. The following is the scale of retired pay applicable to officers below the rank of group captain in the general duties and medical branches. This table must be read in conjunction with paras. **3559** to **3561**:—

Age on retirement.	Yearly rate of retired pay.	Years of service.	Addition for each extra year of service.*	Deduction for each deficient year of service.*
	£ *s.* *d.*		£ *s.* *d.*	£ *s.* *d.*
40	271 10 0	17	13 10 0	13 10 0
41	305 0 0	17	13 10 0	13 10 0
42	339 10 0	18	13 10 0	13 10 0
43	373 0 0	18	13 10 0	13 10 0
44	407 10 0	19	13 10 0	13 10 0
45	440 10 0	19	13 10 0	13 10 0
46	475 10 0	20	13 10 0	13 10 0
47	508 10 0	20	13 10 0	13 10 0
48	543 0 0	21	13 10 0	13 10 0
49	576 10 0	21	13 10 0	13 10 0
50	611 0 0	22	13 10 0	13 10 0
51	630 10 0	22	20 0 0	13 10 0
52	651 10 0	23	20 0 0	13 10 0
53	671 10 0	23	20 0 0	13 10 0
54	692 0 0	24	20 0 0	13 10 0
55	714 10 0	24	20 0 0	13 10 0

* Limited to five years.

Digitized by Google

2. The maximum rates of retired pay are as follow:—

Rank.	Maximum yearly rate of retired pay.	
	General duties branch.	Medical branch.
	£ s. d.	£ s. d.
Wing commander	543 0 0	543 0 0
Squadron leader	407 10 0	452 10 0
Flight lieutenant	362 0 0	—
Flying officer	362 0 0	—
Pilot officer	362 0 0	—

3565A. Scale of Retired Pay—Dental Branch.—1. The following is the scale of retired pay applicable to the dental branch. This table must be read in conjunction with paras. **3559** to **3561**:—

Age on retirement.	Yearly rate of retired pay.	Years of service.	Addition for each extra year of service.*	Deduction for each deficient year of service.*
	£ s. d.		£ s. d.	£ s. d.
40	249 0 0	17	13 10 0	13 10 0
41	271 10 0	17	13 10 0	13 10 0
42	294 0 0	18	13 10 0	13 10 0
43	317 0 0	18	13 10 0	13 10 0
44	339 10 0	19	13 10 0	13 10 0
45	362 0 0	19	13 10 0	13 10 0
46	384 10 0	20	13 10 0	13 10 0
47	407 10 0	20	13 10 0	13 10 0
48	430 0 0	21	13 10 0	13 10 0
49	452 10 0	21	13 10 0	13 10 0
50	475 0 0	22	13 10 0	13 10 0
51	498 0 0	22	13 10 0	13 10 0
52	520 10 0	23	13 10 0	13 10 0
53	543 0 0	23	13 10 0	13 10 0
54	565 10 0	24	13 10 0	13 10 0
55 and over ..	588 10 0	24	13 10 0	13 10 0

The rate of retired pay, assessed under the foregoing table, of an officer retiring in the rank of group captain will be increased by £22 13s. 4*d.* a year for each completed year of service in that rank up to three years.

2. The following are the maximum rates of retired pay:—

Rank.	Maximum yearly rate of retired pay.
Group captain	£724 0s.
Wing commander	£543 0s.
Squadron leader	£407 10s.

* Limited to five years.

Digitized by Google

3566. Scale of Retired Pay—Equipment and Accountant Branches—Officers Below the Rank of Air Commodore.—1. The following is the scale of retired pay applicable to officers below the rank of air commodore in the equipment and accountant branches, other than officers commissioned from warrant rank whose retired pay will be as provided in para. **3567A.** This table must be read in conjunction with paras. **3559** to **3561**:—

Age on retirement.	Yearly rate of retired pay.	Years of service.	Addition for each extra year of service.*	Deduction for each deficient year of service.*
	£ s. d.		£ s. d.	£ s. d.
40	181 0 0	14	13 10 0	13 10 0
41	194 10 0	15	13 10 0	13 10 0
42	208 0 0	15	13 10 0	13 10 0
43	221 10 0	16	13 10 0	13 10 0
44	235 10 0	16	13 10 0	13 10 0
45	249 0 0	17	13 10 0	13 10 0
46	262 10 0	17	13 10 0	13 10 0
47	276 0 0	18	13 10 0	13 10 0
48	289 10 0	18	13 10 0	13 10 0
49	303 0 0	19	13 10 0	13 10 0
50	317 0 0	19	13 10 0	13 10 0
51	330 10 0	20	13 10 0	13 10 0
52	344 0 0	20	13 10 0	13 10 0
53	357 10 0	21	13 10 0	13 10 0
54	375 0 0	21	20 0 0	13 10 0
55	392 0 0	22	20 0 0	13 10 0
56	409 0 0	22	20 0 0	13 10 0
57	427 0 0	23	20 0 0	13 10 0
58	444 0 0	23	20 0 0	13 10 0
59	461 0 0	24	20 0 0	13 10 0
60	478 0 0	24	20 0 0	13 10 0

The retired pay of an officer retiring in the rank of group captain will be increased by £20 a year for each completed year of service in that rank up to five years.

2. The following are the maximum rates of retired pay:—

Rank.	Maximum yearly rate of retired pay.
	£
Group captain	678
Wing commander	527
Squadron leader	396
Flight lieutenant and below	317

3567. Scale of Retired Pay—Chaplains Branch.—1. (*a*) This para. must be read in conjunction with paras. **3559** to **3561.**

(*b*) The rate of retired pay applicable to the Chaplain-in-Chief is £800 a year.

(*c*) The following is the scale of retired pay applicable to other chaplains:—

*Limited to five years.

Digitized by Google

Age on retirement.	Yearly rate of retired pay.	Years of service.	Addition for each extra year of service.*	Deduction for each deficient year of service.*
	£ s. d.		£ s. d.	£ s. d.
40	249 0 0	15	13 10 0	13 10 0
41	271 10 0	16	13 10 0	13 10 0
42	294 0 0	16	13 10 0	13 10 0
43	317 0 0	17	13 10 0	13 10 0
44	339 10 0	17	13 10 0	13 10 0
45	362 0 0	18	13 10 0	13 10 0
46	384 10 0	18	13 10 0	13 10 0
47	407 10 0	19	13 10 0	13 10 0
48	430 0 0	19	13 10 0	13 10 0
49	452 10 0	20	13 10 0	13 10 0
50 and above ..	475 0 0	20	13 10 0	13 10 0

2. *Deleted.*

3. A chaplain who in exceptional circumstances is compulsorily retired on account of age before qualifying for retired pay will be granted a gratuity under para. **3568** as if he had retired voluntarily.

3567A. Officers Commissioned from Warrant Rank (excluding Directors of Music).—Officers commissioned from warrant rank (excluding directors of music) will be eligible for retired pay at yearly rates calculated as follows:—

For each of the first fifteen years of reckonable service—£9 1*s.* (i.e. up to a total of £135 15*s.* a year).

For each of the next ten years of reckonable service—£13 11*s.* 6*d.* (i.e. up to an inclusive total of £271 10*s.* a year).

For each of the first four years of reckonable service after attaining the age of 50 and completing twenty-five years of reckonable service—£9 (i.e. up to an inclusive total of £307 10*s.* a year).

For the fifth year of reckonable service after attaining the age of 50 and completing twenty-five years of reckonable service—£9 10*s.* (i.e. a maximum of £317 a year).

Reckonable service will be calculated as laid down in para. **3561.**

3563. Retirement Gratuities.—1. Subject to clauses 4 and 5, an officer serving on a permanent commission, if allowed to retire before having qualified for retired pay, will be granted a gratuity, viz.:—

(*a*) An officer of the general duties, equipment and accountant branches.—£100 for each completed year of service up to a maximum of £1,900.

(*b*) An officer of the medical branch.—With five or more but less than ten years' service, £1,000.

*Limited to five years.

Digitized by Google

With ten but less than fifteen years' service, £1,500.
With fifteen or more years' service, £2,800.

(*c*) An officer of the dental branch.—With six but less than ten years' service, £1,000.
With ten but less than fifteen years' service, £1,350.
With fifteen but less than eighteen years' service, £2,250.
With eighteen or more years' service, £3,000.

(*d*) An officer of the chaplains branch.—£100 for each completed year of service up to a maximum of £1,500.

2. Except as provided in clause 1 (*b*) and (*c*), the minimum period of service necessary to qualify for a gratuity shall be ten years.

3. Service for the purpose of this para. shall be commissioned service, which, under para. **3561**, would be reckonable for the purpose of calculating rates of retired pay subject to the exception referred to in the note to clause 3 (*c*) of that para. No service before promotion to commissioned rank will count under this para. except that, where an officer has served as a commissioned warrant officer, or warrant officer, in the R.N. or Royal Naval Air Service or as a probationary flight or observer officer in the Royal Naval Air Service or R.A.F., the time so served may be accepted as equivalent to commissioned service for this purpose.

4. The gratuity issuable under clause 1 to an officer who has been sentenced on or after 1st September, 1931, to forfeit seniority will normally be reduced in the ratio of the seniority lost to the total service reckonable for calculating the amount of gratuity. In exceptional cases the reduction may be waived in whole or in part if the Air Council so decide.

5. Gratuities on retirement are not payable to officers commissioned from warrant rank.

3569. Directors of Music.—1. Subject generally to the provisions of Section I of this chapter, the rates and conditions of issue of the retired pay of directors of music holding permanent commissions will be the same as those applying to directors of music in the Army, as laid down in the Royal Warrant for the Pay, &c., of the Army. These rates are shown in clause 2.

2. Retired pay will consist of two parts, viz.:—

(*a*) A service element calculated as follows on the officer's total service:—

£135 15*s.* a year for fifteen years' service, with an increment of £13 11*s.* 6*d.* a year for each completed year over fifteen.

(*b*) A rank element calculated as follows for an officer retiring in the rank of squadron leader or above:—

For each completed year of service in the rank of squadron leader or above an addition of £10 17*s.* 3*d.* a year. Maximum rank element £108 12*s.* 6*d.*

(*c*) The maximum rates of retired pay, (*a*) and (*b*) together, are as follows:—

	£	*s.*
Flying officer and flight lieutenant ..	271	10
Squadron leader	407	5
Wing commander	543	0

3. The retired pay of an officer retiring with less than one complete year of service in the rank from which he retires will be assessed as though he had retired from the rank below.

Digitized by Google

4. In reckoning time to count towards retired pay, the whole of the qualifying service as sergeant major, 1st class, or warrant officer, and half the qualifying service as sergeant major, 2nd class, or warrant officer, 2nd class, or in lower ranks, will be allowed.

5. With the permission of the Air Council, a director of music may retire on retired pay after twenty years' service. Subject to the regulations relating to retirement for disability (*see* para. **3607,** clause 1 (*g*)), retired pay will not be allowed before the completion of twenty years' service, except that an officer retired for age may be awarded retired pay on the appropriate scale, according to his service and rank, provided he has completed not less than fifteen years' service.

6. *Deleted.*

7. A director of music shall be retired on attaining the age of 60 years unless his retirement at an earlier age is considered desirable by the Air Council.

8. Gratuities on retirement are not payable to directors of music.

3570. Legal Officers.—1. Subject generally to the provisions of Section I of this chapter, the rates and conditions of issue of the retired pay and retirement gratuities of legal officers holding permanent commissions will be the same as those applying to Army officers of the military department in the office of the Judge Advocate General, as laid down in the Royal Warrant for the Pay, &c., of the Army. The rates of retired pay and the rates of gratuity for these officers are shown in clauses 2 and 5.

2. Retired pay will consist of two parts, viz.:—

(*a*) A service element calculated as follows on the officer's total service:—

£135 15*s.* a year for fifteen years' service, with an increment of £13 11*s.* 6*d.* a year for each completed year over fifteen.

(*b*) A rank element calculated as follows:—

(i) For an officer retiring in the rank of squadron leader—for each completed year of service in the rank, an addition of £10 17*s.* 3*d.* a year. Maximum rank element £108 12*s.* 6*d.*

(ii) For an officer retiring in the rank of wing commander—after completing one year's service in the rank, an addition of £135 15*s.*; yearly increment after completing each additional year's service after one in the rank, £27 3*s.* a year. Maximum rank element, £217 4*s.*

(*c*) The maximum annual rates of retired pay, (*a*) and (*b*) together, for the respective ranks will be—

	£	*s.*
Flight lieutenant	271	10
Squadron leader	407	5
Wing commander	543	0

3. The retired pay of an officer retiring with less than one completed year of service in the rank from which he retired will be assessed as though he had retired from the rank below.

4. With the permission of the Air Council, a legal officer serving on a permanent commission may retire on retired pay after twenty years' service. Subject to the regulations relating to retirement for disability (*see* para. **3607,** clause 1 (*g*)), retired pay will not be allowed before the

Digitized by Google

completion of twenty years' service, except that an officer retired for age may, unless he elects to receive instead any gratuity for which he might have been eligible on voluntary retirement, be awarded retired pay on the appropriate scale, according to his service and rank, provided that he has completed not less than fifteen years' service.

5. Provided that he has completed not less than ten years' commissioned service, a legal officer serving on a permanent commission, if allowed to retire before having qualified for retired pay, will be granted a gratuity, viz.:—

After 10	years'	commissioned service	.. £1,000
„ 15	„	„	.. £1,500
„ 18	„	„	.. £1,800

6. A legal officer will be compulsorily retired at the age of sixty unless the Air Council deem it advisable to defer retirement until an age not exceeding 65.

3571. Gratuities—Short Service Officers.*—1. On transfer to the reserve (or, in the case of a chaplain, on being gazetted out of the service) after completing his full period of service on the active list, an officer holding a short service commission will be eligible for a gratuity, the amount of which will be assessed under para. **3572.**

2. An officer who for any cause does not complete his full period of service on the active list will not be entitled to any gratuity but awards, either at the full rate or at such reduced rate as the Air Council may determine, may be sanctioned in the following cases:—

(*a*) To an officer compulsorily transferred to the reserve or gazetted out of the service.

(*b*) To an officer transferred to the reserve (or in the case of a chaplain, gazetted out of the service) at his own request.

If an officer is on probation, or if the reason for his compulsory transfer to the reserve or gazettement out of the service is misconduct or unfitness due to causes within his own control, awards under (*a*) and (*b*) will be made only when the Air Council are satisfied that very exceptional circumstances exist which make an award desirable.

3. Gratuity under this para. will not be payable (*a*) in conjunction with disability retired pay or other grant under Ministry of Pensions regulations except as provided in those regulations; (*b*) if the officer is granted a permanent commission; (*c*) to the estate of an officer who dies or is killed while serving on the active list. *See* para. **3616** as to disability retired pay under these regulations.

4. To an officer retained on the active list under para. **3543** at a time of national emergency, gratuity under this para. will be payable as on the date when he is transferred to the reserve and called up for air force service (or, if a chaplain, on the date when he would otherwise have been gazetted out of the service). His service after that date will not be reckonable towards gratuity under this para.

3572. Amount of Gratuity—Short Service Officers.*—1. Subject to clause 3, gratuities for which officers may be eligible under para. **3571** will be assessed according to the following scale:—

* *See* para. **3573** as regards medium service officers and **3574** as regards non-permanent officers of the dental branch.

Digitized by Google

(*a*) General duties, equipment and accountant branches.—(i) For officers granted short service commissions prior to 1st April, 1932: £75 for each complete year of service and proportionately for any broken period.

(ii) For officers granted short service commissions on or after 1st April, 1932: £100 for each complete year of service after the first year and proportionately for any broken period. No gratuity will be payable in respect of the first year. Where the gratuity as calculated under this scale is less than £75 a gratuity up to that sum may be paid.

(*b*) Medical branch.—(i) For officers commissioned on or after 1st May, 1934, and for those who, though commissioned before that date, had less than three years' service on that date and extended their service to five years with effect from that or a subsequent date, the scale is—

For service up to three complete years, £400, less £12 for each month or part thereof by which service falls short of three complete years.

For service between three and five complete years, £1,000, less £25 for each month or part thereof by which the service falls short of five complete years.

(ii) For other officers commissioned before 1st May, 1934, the scale is—

£100 for each of the first two complete years of service, £150 for each of the third and fourth complete years and £200 for the fifth complete year. Only complete years will be reckoned.

(*c*) Chaplains branch.—£50 for each complete year of service and proportionately for any broken period.

2. In clause 1, "service" is to be read as meaning actual service on the active list on full pay while holding the short service commission.

3. The gratuity of an officer who has been sentenced on or after 1st September, 1931, to forfeit seniority will normally be reduced in the ratio of the seniority lost to the total service reckonable for calculating the amount of gratuity. In exceptional cases the reduction may be waived in whole or in part if the Air Council so decide.

3573. Gratuities—Medium Service Officers.—1. (i) For officers granted short service commissions prior to 1st April, 1932, and subsequently appointed to medium service: £75 for each complete year of service as a short service officer and £125 for each complete year of service as a medium service officer and proportionately for any broken periods as a short service officer or on medium service.

(ii) For officers granted short service commissions on or after 1st April, 1932, and subsequently appointed to medium service: £100 for each complete year of service as a short service or medium service officer and proportionately for any broken period, except for the first year of service in respect of which no gratuity will be payable.

Digitized by Google

2. A medium service officer transferred to the reserve or gazetted out of the service before the completion of his full period of service on the active list may, if the Air Council think fit, be granted such gratuity, if any, not exceeding the scale laid down in clause 1, as the Council may decide.

3. Clauses 3 and 4 of para. **3571** and clause 3 of para. **3572** are applicable also to gratuity under this para.

3574. Gratuities—Non-Permanent Officers of the Dental Branch.—1. (*a*) On transfer to the reserve after completing the full period on the active list for which he has engaged or extended, a non-permanent dental officer will be eligible for a gratuity calculated as follows:—

(i) If already serving on 1st October, 1935, on a three or five years' engagement, which has not, since that date, been extended to six or ten years respectively—

£100 for each of the first three years of service and £150 for each of the fourth and fifth years. Only complete years will be reckoned.

(ii) If serving on a ten years' engagement, or granted a commission or an extension from three to six years on or after 1st October, 1935—

£350 for 3 years' service.
£1,000 for 6 years' service.
£1,500 for 10 years' service.

(*b*) "Service" is to be read as meaning actual service on the active list on full pay whilst holding a commission as a non-permanent officer of the dental branch.

2. (*a*) The conditions governing the award of gratuity to an officer who, not having completed his engagement, is transferred to the reserve or gazetted out of the service before completing six years' service on the active list will be as laid down for short service officers of other branches in para. **3571**, clause 2 (*see also* the footnote to para. **3535**). If he has completed six years' service the conditions specified in para. **3573**, clause 2, will apply. In either case, any gratuity which may be approved will not exceed the appropriate scale in clause 1 of this para.

(*b*) The award to an officer to whom the rates in clause 1 (*a*) (ii) apply will, subject, in the case of an officer already serving on 1st October, 1935, to the completion of a minimum of two years' service from that date, be based on the following scales:—

For service up to three complete years, £350, less £10 for each month or part thereof by which service falls short of three complete years; for service between three and six complete years, £1,000, less £18 for each month or part thereof by which service falls short of six complete years; for service between six and ten complete years, £1,500, less £10 10*s.* for each month or part thereof by which service falls short of ten complete years.

(*c*) The award to an officer already serving on 1st October, 1935, who does not complete a minimum of two years' service from that date will be based on the scale in clause 1 (*a*) (i) with the addition of £120 for each year's service after the fifth.

Digitized by Google

3. Clauses 3 and 4 of para. **3571** and clause 3 of para. **3572** are applicable also to gratuity under this para.

SECTION III.—RETIRED PAY OF OFFICERS RETAINED ON TEMPORARY COMMISSIONS TO COMPLETE TIME FOR RETIRED PAY.

3581. Applicability of Regulations.—The regulations contained in this section will apply to officers of the following categories who have been retained on temporary commissions under special conditions* in order to complete time for retired pay:—

(*a*) Officers who, when commissioned, were serving as commissioned warrant officers or warrant officers, R.N. or Royal Naval Air Service; and

(*b*) Ex-officers of the Royal Naval Air Service who elected to serve as temporary officers in the R.A.F.

3582. Scale of Retired Pay.—The following is the scale of retired pay applicable to the officers referred to in para. **3581**:—

Rank, and circumstances of retirement.	Yearly rate.	Increments for each complete year's service in the rank.
Wing commander:—		
(*a*) If the officer retires on reaching the age of 55.	£412	—
(*b*) If the officer retires before reaching the age of 55.	£362	—
Squadron leader:—		
(*a*) If the officer retires on reaching the age of—		
(i) 55, for an officer of category (*a*) of para. **3581** whose service has been extended to that age, and all officers of category (*b*) of that para.		
(ii) 50, for an officer of category (*a*) of para. **3581** whose service has not been extended beyond that age.	Minimum £271 10*s*. Maximum £362	£19 for the 1st to 4th years, and £14 10*s*. for the 5th year.
(*b*) On compulsory retirement before attaining the ages referred to at (*a*), provided retirement was not for reasons within the officer's own control.		
(*c*) If the officer retires for reasons within his own control, before attaining the ages referred to at (*a*).	Minimum £271 10*s*. Maximum £317	£9 for the 1st to 4th years and £9 10*s*. for the 5th year.

* These conditions were first applied to officers of category (*a*) by A.M.O. 138/20 and were accepted by the officers to whom this section applies when their retention was approved (*see also* A.M.Os. 574/28, A.134/35, A.271/35 and A.349/40). For officers of category (*b*) the conditions were laid down in Air Ministry letter 669274/S.7(736) of 24th February, 1921.

Digitized by Google

Rank, and circumstances of retirement.	Yearly rate.	Increments for each complete year's service in the rank.
Flight lieutenant:—		
(*a*) If granted extension to the age of 55.	Minimum £226 10*s*. Maximum £317	(i) £5 for the 1st year, £5 10*s*. for 2nd to 7th years, £7 for the 8th year up to £271 10*s*., and (ii) thereafter by increments of £9 for the 1st to 4th years and £9 10*s*. for the 5th year after attaining the age of 50. If, on attaining the age of 50, a flight lieutenant has not become eligible for the rate of £271 10*s*., a proportional increment on the scale at (i) will be assessed for the period from the last incremental date.
(*b*) If not granted extension beyond the age of 50.	Minimum £226 10*s*. Maximum £271 10*s*.	As at (i) above.

SECTION IV.—RETIRED PAY AND GRATUITIES ON RETIREMENT FOR NON-EMPLOYMENT, UNSUITABILITY OR MISCONDUCT.

3593. Applicability of Regulations.—The regulations contained in this section apply to all officers holding permanent commissions in the R.A.F., with the exception of directors of music and legal officers, who are governed by Army regulations. They do not apply to officers retained on temporary commissions under special conditions to complete time for retired pay.

3594. Retirement for Non-Employment.—1. An officer compulsorily retired on account of non-employment may receive the retired pay or gratuity for which he would be eligible if retiring voluntarily.

2. If an officer (other than an officer commissioned from warrant rank) would not be eligible for any retired pay or gratuity if retiring voluntarily, he may be granted a gratuity not exceeding the following:—

Years of service.	Officers other than chaplains.	Chaplains.
	£	£
Under 2	Nil	Nil
Not less than 2 but less than 3	100	75
,, ,, 3 ,, ,, 4	250	150
,, ,, 4 ,, ,, 5	400	400
,, ,, 5 ,, ,, 6	500	500
,, ,, 6 ,, ,, 7	600	600
,, ,, 7 ,, ,, 8	700	700
,, ,, 8 ,, ,, 9	800	800
,, ,, 9 ,, ,, 10	900	900

3. Service for the purpose of gratuity under clause 2 means service which would be reckonable for the purpose of retirement gratuity under para. **3568.**

Digitized by Google

3595. Retirement or Resignation for Unsuitability.—An officer who on grounds of incapacity, inefficiency or other defect not amounting to misconduct, is retired from the R.A.F. or resigns his commission, may be granted retired pay or gratuity as provided in para. **3594,** but any grant shall be liable to be withheld or reduced in amount at the discretion of the Air Council if the unsuitability for which the officer is retired is held to be due to causes within his own control or if the Air Council is not satisfied with the manner in which he has performed his duties.

3596. Removal for Misconduct.—An officer who, on account of misconduct, is called upon to resign his commission, or is removed from the R.A.F., may be awarded, at the discretion of the Air Council, retired pay or gratuity as provided in para. **3594,** with a reduction of not less than ten per cent., or a compassionate allowance as under para. **3597.**

3597. Dismissal and Cashiering.—An officer dismissed from H.M. service or cashiered will not be eligible for retired pay and will not ordinarily be granted any retiring allowance whatever. In special circumstances, however, it will be open to the Air Council to make a compassionate grant on the officer's own application. The amount of such grant, if made, and its duration, will be at the Council's discretion, but the allowance will in no case be in excess of the retired pay or gratuity which might have been granted to the officer under para. **3596** had he been removed from the R.A.F. on account of misconduct.

Section V.—Disability Retired Pay and Gratuities.

3607. Applicability of Regulations.—The regulations contained in this section are applicable to officers invalided on or after 1st October, 1921, except—

(*a*) officers invalided in consequence of wound, injury or disease attributable to or aggravated by service during the period of the Great War. For this purpose, "the period of the Great War" is to be read as meaning the period beginning on 4th August, 1914, and ending on 30th September, 1921;

(*b*) officers of the R.A.F. Reserve or the Auxiliary Air Force;

(*c*) officers attached or seconded from another service;

(*d*) officers who have been retained on temporary commissions under special conditions to complete time for service retired pay;

(*e*) officers granted temporary commissions subject to special conditions which exclude the issue of emoluments at air force rates;

(*f*) retired permanent officers recalled to service or re-employed during a period of emergency;

(*g*) directors of music and legal officers. These officers are eligible for the same rates of disability retired pay, and under the same conditions, as those applying to directors of music in the Army, and officers of the military department of the office of the Judge Advocate General, respectively, as laid down in the Royal Warrant for the Pay, &c. of the Army.

3608. *Deleted.*

Digitized by Google

3609. Definition of "Rank."—"Rank," for the purpose of grants under this section, means the last substantive rank held by the officer before retirement.

3610. Definition of "Service."—Except as may be otherwise specially provided in this section, the term "service" as used herein for the purpose of indicating length of service means service reckoned as in para. **3561.**

3611. Avoidable Disability.—If an officer's unfitness at the time of invaliding or afterwards, or the wound, injury or disease which has resulted in the unfitness, is due wholly or in part to his own negligence or misconduct, or to any cause within his control, any grant which otherwise might have been made or which has already been made to him under this section may be withheld or withdrawn, or reduced in amount, at the discretion of the Air Council.

3612. "Attributability" of Injuries Sustained in Gliding, Games, etc.—1. The question whether, for the purpose of an award under this chapter or under the regulations relating to disability pension or gratuity, or pensions and allowances to widows, children or other dependants, an injury sustained in gliding or in a game or other form of physical recreation may be regarded as directly attributable to the conditions of service will be decided by the Air Council in each case.

2. Ordinarily, such injury will not be regarded as "attributable" unless the gliding was carried out by a service gliding club and supervised by an officer or fully qualified airman pilot or the game or other form of physical recreation was definitely organised by or with the approval of the proper air force authority, but it will be within the discretion of the Air Council to sanction an exception to this rule in very special cases if, in their opinion, the circumstances are such as would justify the concession.

3. The question of attributability will not be decided by the Air Council unless and until the necessity arises: e.g. in the event of an officer being invalided as a result of the injury.

4. *See* para. **2313** as to reporting of casualties sustained in games, &c.

3613.—Officer Accepting Gratuity on Retirement.—An officer retired on account of disability who elects* to be paid a gratuity as under para. **3568** (or under para. **3570,** clause 5, as the case may be) will be assumed to have waived on behalf of himself and his dependants all claims to retired pay, gratuity or other grant in respect of his disability or subsequent death and he will not be eligible for any grant under this section.

3614. Third Party Compensation.—1. If an officer who is invalided receives compensation from, or on behalf of, a third party for the act, omission or circumstance which caused the wound, injury or disease in consequence of which he is invalided, any such compensation may be taken into consideration in assessing any grant which might be made to him under this section, and, if the compensation is received after assessment, it may be taken into consideration and the assessment may be

* The option of gratuity under para **3568** or **3570** cannot be claimed as a right, and the officer's application therefor may be refused by the Air Council at their discretion.

Digitized by Google

amended or cancelled accordingly. (*See* para. **2323** as to the action to be taken when third parties are concerned in injuries.)

2. If an officer fails or refuses to take action against a third party, and such failure or refusal is in the opinion of the Air Council unreasonable, any grant under this section may be withheld or reduced at their discretion.

3615. Officers Holding Permanent Commissions.—1. The disability retired pay or gratuity to be granted to an officer holding a permanent commission who is invalided will be considered with reference to his service and his disablement.

2. In respect of his service the officer will be eligible for retired pay calculated under the ordinary scales of service retired pay (*see* paras. **3563** to **3567A**) provided that at the date of invaliding he is not less than 40 years of age and has completed not less than 15 years' service reckonable under para. **3560.** Otherwise (or if this would be more favourable to him) he will, subject to the exception in clause 2A, be eligible for retired pay or gratuity calculated under the alternative scales laid down in paras. **3618** to **3621,** subject to the conditions there stated.

2A. An officer promoted from warrant rank (other than a director of music) will in respect of his service be eligible for retired pay calculated under the scale laid down in para. **3567A** notwithstanding that he may not have attained the age of 40 and may have completed less than fifteen years' service reckonable under para. **3560.** He will not be eligible for retired pay calculated under the alternative scales.

3. If the officer is invalided in consequence of wound, injury, or disease directly attributable to the conditions of service and the degree of disablement for which he is invalided is not less than 20 per cent. the rate of retired pay under clause 2 or 2A may be increased. The amount and conditions of such increase will be as stated in clauses 5 to 7.

4. If the wound, injury or disease for which the officer is invalided is not directly attributable to the conditions of service, or if his disability though directly attributable to the conditions of service is assessed at less than 20 per cent., no addition will be made to the retired pay for which he may be eligible under clause 2 or 2A.

5. Additional retired pay under clause 3 will be assessed under the following scale:—

Degree of disablement.	Yearly rate.
	£
100 per cent.	100
Less than 100 but not less than 90 per cent.	90
„ 90 „ „ 80 „	80
„ 80 „ „ 70 „	70
„ 70 „ „ 60 „	60
„ 60 „ „ 50 „	50
„ 50 „ „ 40 „	40
„ 40 „ „ 30 „	30
„ 30 „ „ 20 „	20

6. Unless the disablement is certified by the regulated medical authority to have reached its final condition, additional retired pay under clause 3 will be temporary, except as provided in clause 7; that

Digitized by Google

is, the officer will be medically re-examined from time to time and the assessment renewed or increased or decreased according to the then existing degree of disablement due to the original cause. If at any time the degree of disablement is found to be less than twenty per cent., payment of the additional retired pay will cease.

7. When an officer has been in receipt of additional retired pay under clause 3 for a period of five years, a final assessment of his disability may be made for the purpose of fixing a permanent rate of such additional retired pay, unless this has already been done.

8. An officer shall receive a disability award under the scale laid down in para. **3622,** instead of an award under clauses 2 or 2A and 3, if and for so long as it is to his advantage.

3616. Short Service and Medium Service Officers, and Non-Permanent Officers of the Dental Branch.—1. If a short service or medium service officer or a non-permanent officer of the dental branch is invalided in consequence of wound, injury or disease directly attributable to the conditions of service and the degree of his disablement is not less than twenty per cent., he may be granted retired pay calculated according to the degree of his disablement and his rank. Such retired pay may be additional, at the discretion of the Air Council, to any gratuity in respect of service for which he may be eligible under para. **3571, 3572, 3573** or **3574.**

2. If the wound, injury, or disease for which the officer is invalided is not directly due to the conditions of service, or if his disability, though directly attributable to the conditions of service, is assessed at less than twenty per cent., he will not be eligible for any retired pay or gratuity except such gratuity in respect of service as may be granted under para. **3571, 3572, 3573** or **3574.**

3. Retired pay granted under clause 1 will be calculated according to the scales laid down in para. **3622.** The same scale will apply to short service officers of all branches, except as specially provided for chaplains, and to non-permanent officers of the dental branch.

4. Disability retired pay will be temporary or permanent and liable to variation or cessation under the same conditions as govern the additional retired pay granted to an officer holding a permanent commission who is invalided (*see* para. **3615,** clauses 6 and 7).

3617. Officers Holding Temporary Commissions.—1. An officer holding a temporary commission (except an officer of any of the categories named in para. **3607,** clause 1), who is invalided in consequence of wound, injury or disease directly attributable to the conditions of service and whose disability is assessed at not less than twenty per cent., may be granted disability retired pay under the same scale and subject to the same conditions as an officer holding a short service commission (*see* para. **3616**).

2. Except as provided in clause 1 a temporary officer will not be eligible for any grant under this section.

3618. Alternative Scales of Retired Pay, &c.—General Duties Branch.—The alternative scales of disability retired pay, or gratuity, applicable under para. **3615,** clause 2, to an officer of the general duties branch holding a permanent commission are as follows:—

Digitized by Google

(A) *If invalided in consequence of wound, injury or disease directly attributable to the conditions of service.*

Rank.	Yearly rate of retired pay.
Pilot officer	£54 10*s*., subject to the note below.
Flying officer	£90 10*s*. plus £9 for each complete year of service as flying officer, up to a maximum of £135 10*s*.
Flight lieutenant ..	£99 10*s*. plus £9 for each complete year of service as flying officer and flight lieutenant, up to a maximum of £153 10*s*.
Squadron leader ..	£163 plus £9 for each complete year of service as squadron leader, up to a maximum of £226.
Wing commander ..	£249 plus £9 for each complete year of service as wing commander, up to a maximum of £294.
Group captain	£249 plus £9 for each complete year of service as wing commander and group captain, up to a maximum of £339.

NOTE.—Retired pay under this scale will be permanent, except for pilot officers, in whose case the grant will be temporary or permanent under the same conditions as additional retired pay granted under para. **3615,** clause 3. When, under those conditions, the whole of the retired pay granted to a pilot officer ceases, he will be eligible for a gratuity of such amount, not exceeding £300, as the Air Council may approve.

(B) *If invalided in consequence of wound, injury or disease not directly attributable to the conditions of service.*

Rank.	Yearly rate of retired pay, or amount of gratuity.
Pilot officer	No retired pay. A gratuity, not exceeding £150, may be granted at the discretion of the Air Council.
Flying officer	£72 10*s*. plus £9 for each complete year of service as flying officer, up to a maximum of £135 10*s*.
Ranks above flying officer.	As under (A) above.

3619. Alternative Scales of Retired Pay, &c.—Medical and Dental Branches.—1. Officers of the medical and dental branches holding permanent commissions who are invalided in consequence of wounds, injury, or disease directly attributable to the conditions of service, will be eligible for disability retired pay under para. **3615,** clause 2, at the rates, rank for rank, laid down at (A) of para. **3618,** but the grant to them of retired pay at those rates will be subject to the following conditions:—

(*a*) The grant to a medical or dental officer who has completed less than four years' service as such will be temporary or permanent

Digitized by Google

under the same conditions as additional retired pay granted under para. **3615,** clause 3.

(*b*) When, under those conditions, the whole of the retired pay granted to a medical or dental officer ceases, he will be eligible for a gratuity not exceeding £100 for each complete year of service as a medical or dental officer.

(*c*) "Service" under (*a*) means service *as a medical or dental officer* admissible as in para. **3560.** "Service" under (*b*) means service *as a medical or dental officer* admissible as in para. **3561.**

1A. An officer of the medical branch holding a permanent commission who is invalided in consequence of wound, injury or disease not directly attributable to conditions of service, will be eligible for disability retired pay or gratuity as follows:—

Service.	Yearly rate of retired pay, or amount of gratuity.
Under 5 years*	No retired pay. A gratuity assessed under whichever of the scales laid down in para. **3572,** clause 1 (*b*), would have been applicable to the officer if he had remained a short service officer.
5 years* or more	As under (B) of para. **3618,** rank for rank.

2. An officer of the dental branch holding a permanent commission, who is invalided in consequence of wound, injury or disease not directly attributable to the conditions of service will be eligible for disability retired pay, or gratuity, as follows:—

Service.	Yearly rate of retired pay, or amount of gratuity.
Under 6 years	No retired pay. A gratuity assessed under whichever of the scales laid down in para. **3574,** clause 1 (*a*), would have been applicable to the officer if he had remained a non-permanent officer.
6 years† or more ..	As under (B) of para. **3618,** rank for rank.

NOTE.—"Service" in the first column of clauses 1A and 2 means service *as a medical or dental officer* admissible as in para. **3560.** "Service" for purposes of gratuity in the second column means service *as a medical or dental officer* admissible as in para. **3561.**

3620. Alternative Scales of Retired Pay, &c.—‡Equipment and Accountant Branches.—The alternative scales of disability retired pay or gratuity applicable under para. **3615,** clause 2 to officers of the equipment and accountant branches holding permanent commissions are as follows:—

* Four years in the case of an officer who held a permanent commission on 1st May, 1934.

† Four years in the case of an officer who held a permanent commission on 1st October, 1935.

‡ These scales are not applicable to officers appointed to commissions in the equipment and accountant branches from warrant officer (*see* para. **3615,** clause 2A).

(A) *If invalided in consequence of wound, injury or disease directly attributable to the conditions of service.*

Rank.	Yearly rate of retired pay.
Pilot officer	As under (A) of para. **3618.**
Flying officer	£90 10*s*. plus £9 for each complete year of service as flying officer, up to a maximum of £126 10*s*.
Flight lieutenant ..	£99 10*s*. plus £9 for each complete year of service as flying officer and flight lieutenant, up to a maximum of £144 10*s*.
Squadron leader ..	£145 plus £9 for each complete year of service as squadron leader, up to a maximum of £190.
Wing commander ..	£199 plus £9 for each complete year of service as wing commander, up to a maximum of £244.

(B) *If invalided in consequence of wound, injury or disease not directly attributable to the conditions of service.*

Rank.	Yearly rate of retired pay, or amount of gratuity.
Pilot officer	No retired pay. A gratuity, not exceeding £150, may be granted at the discretion of the Air Council.
Flying officer	£72 10*s*. plus £9 for each complete year of service as flying officer, up to a maximum of £126 10*s*.
Ranks above flying officer.	As under (A) above.

3621. Alternative Scales of Retired Pay, &c.—Chaplains' Branch.—The alternative scales of disability retired pay, or gratuity, applicable under para. **3615,** clause 2, to chaplains holding permanent commissions are as follows:—

(A) *If invalided in consequence of wound, injury or disease directly attributable to the conditions of service.*

Service.	Yearly rate of retired pay.
1st and 2nd years ..	£54 10*s*. *See* Note (*a*).
3rd year	£72 10*s*. *See* Note (*a*).
4th year	£81 10*s*. *See* Note (*a*).
After 4 years	£90 10*s*. plus £9 for each complete year of service in excess of four.
After 14 years	£181.

NOTES.—(*a*) Retired pay under this scale will be permanent except that the grant to a chaplain who has completed less than four years' service will be temporary or permanent under the same conditions as additional retired pay granted under para. **3615,** clause 3. When, under those conditions, the whole of the retired pay granted to a chaplain ceases, he will be eligible for a gratuity not exceeding £100 for each complete year of service as a chaplain

Digitized by Google

(*b*) "Service" in the first column above means service *as a chaplain* admissible as in para. **3560.** "Service" in the second column and for the purposes of gratuity in note (*a*) means service *as a chaplain* admissible as in para. **3561.**

(B) *If invalided in consequence of wound, injury or disease not directly attributable to the conditions of service.*

Service.	Yearly rate of retired pay, or amount of gratuity.
Under 4 years	No retired pay. A gratuity, not exceeding £50 for each complete year of service, and proportionately for any broken period, may be granted at the discretion of the Air Council.
After 4 years	As under (A) above.

NOTE.—"Service" in the first column above means service *as a chaplain* admissible as in para. **3560.** "Service" for the purposes of gratuity in the second column means service *as a chaplain* admissible as in para. **3561.**

3622. Disability Retired Pay—Short Service Officers, Medium Service Officers, and Non-Permanent Officers of the Dental Branch.—1. Short service officers (except chaplains), medium service officers, and non-permanent officers of the dental branch who are invalided in consequence of wound, injury or disease directly attributable to the conditions of service, will be eligible for disability retired pay at the following yearly rates*:—

Degree of disablement.	Flying officer, pilot officer, or acting pilot officer.	Flight lieutenant.	Squadron leader.	Wing commander.	Group captain.
	£ s.	£	£ s.	£	£
Not less than 100 per cent. ..	175 0	200	225 0	250	300
90 ,, ,, ..	157 10	180	202 10	225	270
80 ,, ,, ..	140 0	160	180 0	200	240
70 ,, ,, ..	122 10	140	157 10	175	210
60 ,, ,, ..	105 0	120	135 0	150	180
50 ,, ,, ..	87 10	100	112 10	125	150
40 ,, ,, ..	70 0	80	90 0	100	120
30 ,, ,, ..	52 10	60	67 10	75	90
20 ,, ,, ..	35 0	40	45 0	50	60

2. *Deleted.*

3. Chaplains holding short service commissions will be eligible for disability retired pay at the following rates:—

Period of commission.	Rate of retired pay.
3 years	As for pilot officers under clause 1.
Extended beyond 3 years:—	
First 3 years of service as chaplain	As for pilot officers under clause 1.
After 3 years of service as chaplain	As for flying officers under clause 1.

* Operative from 5th June, 1940. *See* A.M.O. A.571/43 for increased rates as from 1st February, 1942.

Digitized by Google

SECTION VI.—DISABILITY RETIRED PAY OF OFFICERS RETAINED ON TEMPORARY COMMISSIONS TO COMPLETE TIME FOR RETIRED PAY.

3632. Applicability of Regulations.—The regulations contained in this section will apply only to officers to whom Section III of this chapter is applicable. Such officers, if invalided otherwise than in consequence of wound, injury or disease attributable to or aggravated by service during the period of the Great War (which, for this purpose, is the period from 4th August, 1914, to 30th September, 1921) may be granted retired pay at the rates and subject to the conditions set out below.

3633. Avoidable Disability and Third Party Compensation.—Any award for which an officer may be eligible under this section will be subject to like conditions to those laid down in paras. **3611** and **3614.**

3634. Scales of Retired Pay and Conditions of Grant.—1. The grant of disability retired pay under this section will be considered with reference to the officer's service and his disablement.

2. In respect of his service the officer will be eligible for retired pay calculated under the scale referred to in para. **3582.**

3. If the officer is invalided in consequence of wound, injury or disease directly attributable to the conditions of service and the degree of the disablement for which he is invalided is not less than twenty per cent., the rate of retired pay under clause 2 may be increased. The amount and conditions of such increase will be as stated in clauses 5 and 6.

4. If the wound, injury or disease for which the officer is invalided is not directly attributable to the conditions of service or if his disability though directly attributable to the conditions of service is assessed at less than twenty per cent., no addition will be made to the retired pay for which he may be eligible under clause 2.

5. Additional retired pay under clause 3 will be assessed under the scale laid down in clause 5 of para. **3615** and will be temporary or permanent according to circumstances (*see* clauses 6 and 7 of that para.).

SECTION VII.—RANK ON RETIREMENT, RESIGNATION, &C.

3644. Rank on Retirement, &c.—1. A permanent officer, or a temporary officer retained under special conditions to complete time for retired pay, on retirement from the R.A.F., with retired pay or gratuity, will be placed on the retired list in the substantive rank held by him at the time of retirement.

2. Subject to clause 3 an officer (regular or non-regular) who served during the Great War, or the war commencing 3rd September, 1939, may be permitted to retain on leaving the service any rank for which he is eligible under the regulations in force during those wars.* If such permission is granted to an officer on the retired list, it will not affect his position on that list.

* The special regulations applicable to the period of the Great War were published in A.M.O. 231/20, from which the following is an extract:—

"2. Officers, on ceasing to be employed, may be allowed to retain the highest temporary or acting rank held by them, provided that they have held such temporary or acting rank for at least six months.

"3. Officers who relinquish their commissions owing to wounds or ill-health caused by the service may be allowed to retain their rank as above, although such temporary or acting rank may not have been held for the full qualifying period of six months.

"4. Officers who have held two steps of temporary or acting rank above their

Digitized by Google

3. Retention of rank will be dependent upon the officer's services having been satisfactory throughout his career, and the Air Council reserve the right to withhold this privilege at their discretion.

3644A. Relinquishment of Honorary, etc., Rank on Re-employment in Emergency.—Officers granted honorary rank or allowed to retain the highest temporary or acting rank held by them will on being re-employed during an emergency relinquish such rank if their appointment during such employment carries a lower substantive or acting rank, unless the Air Council decide that it is in the interests of the service that they should retain it.

3645. Acting Air Rank.—An officer who has held a posting with the local or acting rank of air commodore, or air vice-marshal, for three years, or who is retired for age while holding such a posting, may, at the discretion of the Air Council, be granted, on retirement, the honorary rank of air commodore or air vice-marshal respectively. A re-employed retired officer, who has held such a posting for three years, may similarly be granted the honorary rank of air commodore or air vice-marshal on relinquishing his posting.

3646. Naval and Military Officers.—An officer of the R.N., R.M. or regular Army who, on completion of duty with the R.A.F. returns to his own service, will do so in his substantive rank in that service. He may, however, on retirement from the R.N., R.M. or regular Army, apply to the Air Ministry for permission to retain any air force rank, higher than his rank in his own service, for which he may be eligible under para. **3644.** Any permission to retain rank which may be granted in these circumstances will not confer any title to the gratuity, retired pay, or pension corresponding to that rank, nor will it affect any claim which the Admiralty or War Office may have a right to make on the officer's services after his retirement.

3647. Resignation.—An officer who resigns his commission will not retain any air force rank, except by permission of the Air Council under directions which H.M. the King may be pleased to give. It will be competent for the Air Council to give or withhold this privilege.

3648. Withdrawal of Permission.—It will be competent for the Air Council, at their discretion, to cancel any permission which may have been given to an officer to retain rank should any misconduct on his part subsequent to leaving the service be brought to their notice.

3649. Enlistment Subsequently.—If an officer, who has been granted permission to retain rank, enlists in any of H.M. regular, reserve or auxiliary forces, such permission will be cancelled by notice in the *London Gazette*. On his discharge from the force into which he enlisted he will again be permitted to retain the rank to which he was entitled prior to enlistment, provided that his " enlisted " services have been satisfactory.

---

substantive rank for an aggregate period of over six months will be eligible for one or two steps in rank on becoming non-effective, e.g. a lieutenant who held the temporary or acting rank of captain for four months and major for two months may be granted the rank of captain under para. 2, but major under para. 3.

" 5. All officers who held acting rank higher than their substantive rank on 30th April, 1919, will be permitted to retain that higher rank on ceasing to be employed, notwithstanding the fact that they may not have completed the qualifying period specified above.

" 6. The above rules apply only to ranks which are substantive, and will not apply to the rank of brigadier general, which will be honorary as hitherto."

The regulations applicable to the war commencing 3rd September, 1939, are contained in A.M.O. A.627/41.

Digitized by Google

CHAPTER XLII.

PENSIONS AND GRATUITIES FOR SERVICE AND DISABILITY—AIRMEN.

SECTION I.—PENSIONS FOR SERVICE.

3669. Applicability of Regulations.—1. In the event of an airman having a claim, in respect of enlistment under former regulations, to pension at a rate or subject to conditions other than those set out in this section, the grant of pension to such airman will be specially considered.

2. A pension will not be granted under these regulations to any Maltese airman or to any airman finally discharged while belonging to the R.A.F. Reserve or the Auxiliary Air Force, or while serving on a special engagement for service during a national emergency.

3670. Scale of Pensions.—1. Pensions will be based on the following rates for service as aircraftman:—

(*a*) For airmen who were serving on 31st March, 1930, and have served continuously, without re-enlistment, from that date to the date of discharge to pension—1½*d.* a day for each complete year of qualifying service.

(*b*) For other airmen—8*d.* a week for each complete year of qualifying service.

2. *Deleted.*

3. For each complete year of qualifying service in non-commissioned or warrant rank, there will be added to the appropriate rate for an aircraftman under clause 1:—

½*d.* a day for each year as corporal.
1*d.* a day for each year as sergeant.
1½*d.* a day for each year as flight sergeant.
2*d.* a day for each year as sergeant major, 2nd class, or warrant officer, 2nd class.
2½*d.* a day for each year as sergeant major, 1st class, or warrant officer.

4. In the calculation of rates under the above clauses, any period of qualifying service of less than a year will count proportionately according to the number of days in such period.

5. The following are the maximum rates of pension, exclusive of age additions under clause 6 and additional pension for gallant conduct under para. **3677**:—

	Weekly rate.
Aircraftman	26*s.*
Corporal	31*s.*
Sergeant	36*s.*
Flight sergeant	41*s.*
Warrant officer, 2nd class	46*s.*
Warrant officer	55*s.*

Digitized by Google

6. Subject to good character as a pensioner, an additional pension of 5*d.* a day will be granted at the age of 55, and, if the pensioner's last enlistment or re-enlistment was before 1st October, 1925, a further increase of 4*d.* a day at the age of 65.

3671. Rank—Rules as to.—1. The rank additions under para. **3670,** clause 3, will not be given for any higher rank than that held on discharge, and that rank (or that rank together with a higher rank) must have been held throughout the twelve months immediately preceding discharge.

2. Paid acting rank will be regarded as the equivalent of substantive rank if the airman is promoted to the substantive rank without break of service in the rank.

3. Service with temporary rank granted during the Great War will count as though rendered in the substantive rank if the airman is subsequently promoted to the substantive rank; or it may count as service in any lower substantive rank to which the airman may be promoted.

4. Paid acting rank granted during the Great War, if not reckonable as substantive rank under clause 2, may be reckoned as temporary rank under clause 3 if the paid acting rank was held continuously for more than six months or in a vacancy in the establishment.

5. An aircraftman of the trade of musician will be given the rank addition of a corporal after five years' service.

3672. Service and Qualifying Service.—1. A total of 24 years' service, reckoning from the date of attestation—or, in the case of an airman enlisted as a boy for a period of 12 years from the age of 18, reckoning from the date on which he attains that age—will normally be necessary to give a right to pension. If, however, an airman is specially permitted to take his discharge after 23 years and 9 months' service for the purpose of taking up civil employment which cannot be held open until the normal date of discharge, he will be eligible for pension although he has not completed 24 years' service. Except as provided in para. **3673,** only regular air force service (including previous service in the R.A.F. Reserve while mobilized or in the Auxiliary Air Force while embodied) will be reckoned. The necessary period of service having been completed, the rate of pension will be assessed under para. **3670** according to qualifying, not total, service.

2. The following will not reckon as service for pension:—

(*a*) Service forfeited by desertion or fraudulent enlistment.

(*b*) The service during a national emergency of men specially enlisted therefor, and the embodied service of airmen of the Auxiliary Air Force unless such service has been followed within 5 years by service on a normal peace-time engagement.*

3. Except as otherwise provided in para. **3673,** only regular air force service given after the age of 18 (including previous service in the R.A.F.

* An airman of the regular air force who completes his normal engagement during a national emergency will cease to reckon service for pension as soon as his engagement and the extra year under Section 87 (1) of the Air Force Act are completed, unless he is allowed to re-engage or extend his service for a normal period under peace conditions or is continued as an airman of the regular air force under Section 87 (3) of the Act.

Digitized by Google

Reserve while mobilized or in the Auxiliary Air Force while embodied) will reckon as qualifying service for pension.

4. The following will not reckon as qualifying service for pension:—

(*a*) Service forfeited by sentence of court martial.

(*b*) Service not reckonable under clause 2.

(*c*) Days for which all ordinary pay has been forfeited* except where it has been forfeited—

(i) during periods of field punishment, or

(ii) under Section 44 (6) and Section 46 (2) (*d*) and (*e*), Air Force Act.

(*d*) All past service in case of discharge (either from regular air force service or from reserve service)—

(i) with ignominy,

(ii) on being sentenced to penal servitude,

(iii) on grounds of misconduct so expressed,

(iv) in consequence of conviction by the civil power, or

(v) for giving a false answer on attestation.

(*e*) Service on all former attestations where any former attestation was not acknowledged on enlistment or re-enlistment into the R.A.F.; but the Air Council, in deserving cases, may direct that such service or any part thereof shall reckon as qualifying service.

(*f*) Periods served before enlistment by an airman who is convicted of having improperly enlisted while belonging to the reserve forces of the Crown, but who on conviction of the offence is retained in regular air force service; but the Air Council, in deserving cases, may direct that such service or any part thereof shall reckon as qualifying service.

(*g*) Service during which pension is payable in addition to pay.

5. Any court martial may, in addition to or without any other punishment, sentence any offender to forfeit the whole or any portion of his past qualifying service. But if the conviction entails any such forfeiture the offender shall not be expressly sentenced to such forfeiture.

6. In reckoning both "service" and "qualifying service," forfeited service if restored will count as if it had never been forfeited. The Air Council may at any time restore the whole or part of any forfeited service or qualifying service.

3673. Former Service—Counting of.—1. A re-enlisted airman will not be allowed to count previous service, for any purpose, towards air force pension—

(*a*) if there has been a break in service of more than five years. Service in Class E of the R.A.F. Reserve will not be regarded as absence from the service (i.e. as creating a break) for this purpose, but service in the Special Reserve or Auxiliary Air Force (except embodied service) will be so regarded;

* Mulcts of pay inflicted under naval discipline (Articles 578, 579 and 580, King's Regulations and Admiralty Instructions, 1926) do not reckon as forfeitures of pay for this purpose.

Digitized by Google

(*b*) if the previous service is not acknowledged on re-enlistment. (*See*, however, para. **3672**, clause 4 (*e*) and (*f*), as to exceptional treatment in deserving cases if approved by the Air Council.)

2. Subject to clause 1, the previous service of an airman entering the R.A.F. otherwise than by transfer will be reckoned as follows:—

(*a*) An airman whose last previous service was in the R.A.F. will reckon as service and qualifying service respectively the whole of the service which he was entitled to count on discharge and any service during a national emergency not excluded by para. **3672**, clauses 2 and 4.

(*b*) An airman whose last previous service was in the Royal Naval Air Service or Royal Flying Corps will be dealt with as if such service had been in the R.A.F., and will reckon service and qualifying service as in (*a*) above.

(*c*) An airman whose last previous service was in the R.N., the Army, or the R.M. (other than an airman provided for in (*b*) above) will reckon as service and as qualifying service respectively any period not exceeding four years which would be so reckoned under the regulations of his previous service. For this purpose, however, only active service in the R.N. and R.M. or colour service in the Army and only the last four years of such service will be recognised.

3. An airman transferred to the R.A.F. from the R.N., the Army, or the R.M. will reckon as service and qualifying service in the R.A.F. the whole of the time which would have been reckoned as such under the regulations of the service from which he was transferred.

4. The conditions under which ex-officers of the R.N., the Army or the R.A.F. who enlist or re-enlist in the R.A.F. may be allowed to reckon their former service towards airman's pension are laid down in clauses 5 to 10. Except as provided in clause 10, these regulations are not applicable to enlistment or re-enlistment before 23rd May, 1923, to enlistment or re-enlistment in connection with a national emergency, or to ex-officers who, in respect of their former officer service, have been granted retired pay or a gratuity other than the gratuities referred to in clauses 7 and 8.

5. Except as otherwise provided in clause 7 (*c*) or as may be otherwise provided under clause 10, the reckoning of former service will be subject to the usual conditions under which former non-commissioned service is allowed to reckon towards airman's pension (clauses 1 and 2). The interval preceding enlistment or re-enlistment, where this affects entitlement, will be reckoned from the termination of the former service, not excluding service as an officer.

6. The reckoning of former service by ex-officers who have received a gratuity in respect of their former officer service will be subject to the further conditions stated in clauses 7, 8 and 10.

Digitized by Google

7. Where a non-effective gratuity has been received under Article 572a of the Royal Warrant for the Pay, &c., of the Army, 1914 (Articles 624 and 626 of the Royal Warrant, 1926), or any naval or air force regulation corresponding therewith, the ex-officer will not be allowed to reckon any of his former commissioned or other service unless a refund of gratuity is made. The refund will be regulated as follows:—

(*a*) If the interval between the former service and enlistment or re-enlistment is less than six months, he will be required to refund, within twelve months of enlistment or re-enlistment, the amount by which the non-effective gratuity he received, together with his war service gratuity, if any, exceeded the war service gratuity appropriate to his service, &c., under the ordinary scale applicable to permanent officers.

(*b*) If the interval is not less than six months (but not more than five years) he will be required to refund, within twelve months of enlistment or re-enlistment, the amount by which the non-effective gratuity he received, together with his war service gratuity, if any, exceeded the war service gratuity appropriate to his service, &c., under the ordinary scale applicable to temporary officers.

(*c*) On the appropriate refund under (*a*) or (*b*) being made, he will be allowed to reckon his previous service in full, subject to the usual conditions, except that where, under those conditions, reckonable former service is limited within a maximum of four years this limitation will be waived.

8. Where a war service gratuity has been received in respect of the former service as an officer (but not a gratuity under the articles of the Pay Warrant mentioned in clause 7 or any naval or air force regulation corresponding therewith) the former commissioned and other service will be allowed to reckon as follows:—

(*a*) If the interval between the former service and enlistment or re-enlistment is less than six months, the former service other than service as an officer will be allowed to reckon subject to the usual conditions. The former service as an officer will not be reckoned unless the ex-officer refunds, within twelve months of enlistment or re-enlistment, the amount, if any, by which the gratuity he received exceeded the war service gratuity appropriate to his service, &c., under the ordinary scale applicable to permanent officers. On this refund being made, the former service as an officer will be reckoned as under (*b*).

(*b*) If the interval is not less than six months (and not more than five years), the former service, including service as an officer, will be allowed to reckon without refund of gratuity, subject to the usual conditions. Where, under those conditions, reckonable former service is limited within a maximum of four years, not more than four years in all of former commissioned and other service will be reckonable under these regulations.

9. Any period of commissioned service allowed to reckon under clauses 5 to 8 will be reckoned as though it had been service in the rank of warrant officer.

Digitized by Google

10. If the enlistment or re-enlistment of an ex-officer has taken place before 23rd May, 1923, or is in connection with a national emergency, or if in respect of his former service as an officer he has been granted retired pay or a gratuity other than the gratuities referred to in clauses 7 and 8, the conditions under which his former service may be reckoned, if at all, towards airman's pension will be as specially approved in the particular case or as laid down in such further regulations as occasion may require.

3674. Discharge at Own Request or for Inefficiency.—1. At the discretion of the Air Council an airman who, at his own request, is allowed to take his discharge prematurely after twenty years' service counting towards pension, may, if otherwise eligible, be granted a pension assessed as in para. **3670,** but with a reduction (except of age additions under clause 6 of that para.) of ten per cent.

2. An airman discharged for inefficiency after twenty, and less than twenty-four, years' service counting towards pension, may be granted a pension at such rate (not exceeding the rate assessed as in clause 1) as the Air Council may approve according to the merits of each case.

3. An airman will not be entitled to claim a pension under this para., and the concession provided for herein will not be approved, unless the Air Council is satisfied that it is fully justified by the circumstances. Apart from other conditions, it will not ordinarily be approved unless the engagement under which the airman concerned is serving is such that without re-engagement he would normally be eligible to remain in regular air force service until the completion of 24 years' service reckoning towards pension.

3675. Pension for Additional Service.—Except as provided in para. **3675A** no pension will be payable until final discharge, but the further service of an airman who has completed time for pension, except service during which pension is payable under para. **3675A,** will count for additional pension under the ordinary scale, subject to the limits laid down in para. **3670,** clause 5.

3675A. Pension in Addition to Pay.—An airman who, during a national emergency, completes the full term of his engagement and the extra year under Section 87 (1) of the Air Force Act will forthwith be granted the pension, if any, for which he is eligible by rank and service, unless he is continued as an airman of the regular air force under peace conditions or under Section 87 (3) of the Air Force Act. The pension will be issuable in addition to pay during his further service, which will not be reckonable for increase of pension.

3676. Re-Enlisted Pensioners.—1. A pensioner re-enlisted on a normal engagement will cease to draw pension, except the pension for gallant conduct (*see* para. **3677**), from the date of his re-enlistment. On being finally discharged for any cause except misconduct his pension will be re-assessed on his total service, subject to the limits laid down in para. **3670,** clause 5. The re-assessed pension will be based on the rate of 8*d.* a week for each year of qualifying service (*see* para. **3670,** clause 1) but the original pension may be restored if more favourable. If a re-assessed pension is granted, the pensioner will not be eligible for the increase of 4*d.* a day at age 65 under para. **3670,** clause 6.

Digitized by Google

2. A pensioner—

(*a*) re-enlisted on a special engagement,

(*b*) embodied as an airman of the Auxiliary Air Force, or

(*c*) granted a temporary commission,

for service during a national emergency will continue to draw his pension and will receive pay in full. The service will not be reckonable for increase of pension.

3677. Pensions for Gallant Conduct.—An additional pension of 6*d.* a day may be granted to a pensioner who is in possession of the Victoria Cross, the Military Cross, the Distinguished Flying Cross, the Distinguished Conduct Medal, Conspicuous Gallantry Medal (flying), the Distinguished Flying Medal, or, if awarded in respect of gallant conduct in the Army and deemed to merit the additional pension, the Meritorious Service Medal. Not more than one such pension shall be granted to any individual airman. The additional pension shall not be granted to a pensioner in respect of the Victoria Cross, the Military Cross, or the Distinguished Flying Cross received for services rendered by him as a commissioned officer.

3678. Forfeiture, Suspension, and Restoration of Pensions.—1. A pensioner will be subject to forfeiture of pension (including the pension for gallant conduct—*see* para. **3677**) upon the order of the Air Council* in the following circumstances:—

(*a*) For wilfully obtaining credit for more than his actual service by means of false entries, alterations, or erasures in service books, documents, or certificates of service or by any misrepresentation of the true facts on which his claim to pension is based.

(*b*) For the commission of any felonious act (*see also* para. **4**, clause 1), gross fraud or gross misconduct, proved to the satisfaction of the Air Council, including any such offence which may have been committed before discharge from the R.A.F. for which the offender has not been punished already by the air force authorities.

(*c*) For neglecting to obey the call of the magistrates or other sufficient authority to assist in preserving the public peace.

2. A pensioner who omits to draw his pension for twelve months will be struck off the pension pay list, and will not be replaced unless he satisfactorily accounts for such omission; and the Air Council may, at their discretion, grant or withhold the arrears of the pension or any portion thereof.

3. If any pensioner obtains poor relief in Great Britain or Northern Ireland for himself or his family, or suffers his family to become chargeable to the poor law authorities, or if he obtains an advance on account of his pension from the poor law authorities, the Air Council may agree with such local authorities for the repayment to them, out of the pension of any such pensioner, of the amount of relief so advanced or expended on his account, provided that such amount is calculated at rates not exceeding the ordinary rates for pauper inmates, and provided also that

* The forfeiture is automatic in the cases of the felonies referred to in the Forfeiture Act, 1870 (*see* para. **4**, clause 1).

Digitized by Google

not more than the daily rate of pension is deducted in respect of each day for which relief has been administered. Where relief has been administered to the pensioner's wife, or one child only whom he is bound to maintain, the rate of deduction may not exceed one-half of the daily rate of his pension, or, where such relief has been administered to two or more such children, or to his wife and one or more such child or children, two-thirds of such daily rate.

4. The rules in clause 3 will apply to any pensioner who may obtain similar relief for himself or his family in any of H.M. dominions other than Great Britain and Northern Ireland, provided that it be clearly shown that the funds from which the relief has been granted are derived, either wholly or partly, from compulsory rates or taxes.

5. The pension of any pensioner who is, or becomes, insane will be administered in accordance with the provisions of Section 335, Lunacy Act, 1890, or other relevant enactments for Scotland or Ireland, so far as these may be applicable. The decision of the Air Council as to the disposal of the pension will always be obtained.

5A. In exceptional circumstances the Air Council may withhold a pension or divert the whole or part thereof for the benefit of persons dependent on the pensioner.

6. The Air Council may, in cases which appear to them to admit of such an act of grace, restore the whole or a portion of any pension which may have been forfeited under this para., otherwise than under the terms of the Forfeiture Act, 1870.

7. The President of the Air Council is empowered under an Order by His Majesty made under Section 2 of the Pensions and Yeomanry Pay Act, 1884, as applied to the air force and the officers and men thereof, to restore in such circumstances and subject to such conditions as to him shall appear reasonable any pension of an airman forfeited under the Forfeiture Act, 1870.

3679. Commutation of Pensions.—Should a pensioner under the age of eighty prove to the satisfaction of the Air Council that it would be a distinct and permanent advantage to him to be granted a commuted sum in lieu of a portion of his pension, the Air Council may commute a portion of such pension for a sum of money in lieu thereof, provided—

(*a*) that the pensioner shall pass a satisfactory medical examination showing him to be in a good state of health; and

(*b*) that the commuted sum shall be calculated at a rate not exceeding that shown for the pensioner's age in such table, approved for this purpose by the Air Council with the concurrence of the Lords Commissioners of H.M. Treasury, as may be in force at the time*; and

(*c*) that the pensioner's daily rate of pension shall not be reduced thereby to less than 36*d*. if a sergeant major, 1st class, or warrant officer, or 24*d*. if a warrant officer, 2nd class, or an airman of lower rank.

3680. *Deleted.*

* The tables at present in use are shown in Appendix XVI.

Digitized by Google

3681. Calculation of Pensions—Fractions.—In calculating pensions under this section, any fraction of a penny, more than a halfpenny, in the rate of total pension will be reckoned as a penny, and any fraction less than a halfpenny, as a halfpenny. In this para. "the rate of total pension" means the weekly rate.

SECTION II.—GRATUITIES FOR SERVICE—ON DISCHARGE OR TRANSFER TO THE RESERVE.

3691. Gratuities for Service—over Three Years.—1. Subject to clauses 2, 3 and 4, and to para. **3693,** an airman of the rank of warrant officer, 2nd class, or below, who has enlisted for more than three years' regular air force service or who, having enlisted for not more than three years, extends his service beyond three years; shall be granted, on transfer to the reserve or on discharge, a gratuity of £1 for each full year and for any uncompleted portion of a year of regular air force service.

2. The maximum period of service reckonable towards gratuity under clause 1 shall be twelve years, exclusive of any period for which the airman is compulsorily detained in regular air force service beyond twelve years under Section 87, Air Force Act.

3. An airman to whom a gratuity is issuable under clause 1 shall receive, as the amount of such gratuity, not less than—

(*a*) £2 if invalided with a temporary pension or without a pension;

(*b*) 30*s*. in any other case.

4. The gratuity under clause 1 shall not be issuable to an airman—

(*a*) if discharged to permanent pension (whether for service or disability); but an airman of the rank of warrant officer, 2nd class, or below, so discharged shall be paid a gratuity of £2;

(*b*) if invalided and granted a gratuity under para. **3716,** clause 2, or under para. **3718;** an airman eligible for such gratuity as well as for gratuity under this section may receive whichever is more favourable to him, but not both;

(*c*) if discharged (i) by purchase, (ii) free as an indulgence, or (iii) free on compassionate grounds; but for (ii) and (iii) a gratuity of 30*s*. shall be awarded;

(*d*) if discharged before the expiration of his engagement on the ground of his being a foreigner;

(*e*) if discharged in consequence of his having been irregularly enlisted, or of misapprehension or mis-statement with regard to age on enlistment, or in consequence of his having been claimed as an apprentice or for wife desertion;

(*f*) if improperly enlisted, while belonging to the reserve, and, on detection of the offence, retransferred to the reserve;

(*g*) if discharged with ignominy; or expressly on account of misconduct; or in consequence of "his services being no longer required" owing to misconduct; or as a recruit for refusal to carry out the agreement to be vaccinated or revaccinated entered into on enlistment; or for having given a false answer on attestation; or on conviction by the civil power; or if sentenced to penal servitude;

Digitized by Google

(*h*) if discharged for the purpose of being granted a commission in the R.A.F.

(*j*) if discharged for the purpose of joining, or of being appointed to a commission in, the R.N., the Army, the R.M., the colonial or dominion forces, or the army of an allied state;

(*k*) if transferred to the reserve and eligible for a special gratuity under para. **3691A.**

3691A. Ex-apprentice Airmen (Group I or IV)—Award of £100 Gratuity.—1. An ex-apprentice airman (group I or IV) not accepted for re-engagement who has prolonged his engagement for four years' service in the reserve under the conditions specified in Appendix XXV, shall, on transfer to the reserve, be granted a gratuity of £100 in lieu of the gratuity payable under para. **3691.** Execution of the prolongation does not confer entitlement to the £100 gratuity, which will be issuable only when transfer to the reserve has been effected. The airman must fulfil the following conditions on transfer to the reserve—have completed 12 years' regular air force service after attaining the age of 18; be mustered in a trade in group I* or IV; have an assessment of trade proficiency not lower than "satisfactory" for skill as tradesman and/or ability as technical N.C.O., and an assessment of general character not lower than "good"; be medically fit for service in class "E" of the reserve (but *see* para. **661A**).

2. An ex-apprentice airman (group I or IV) who otherwise fulfils the conditions laid down in clause 1, but who is transferred to the reserve under para. **651** (2) (*a*), is not thereby debarred from receiving the gratuity. The gratuity less the amount of any service gratuity awarded under para. **3691** will also be payable to an ex-apprentice airman who is permitted to enlist in the reserve, after temporary unfitness, under para. **661A.**

3. Subject to clause 2, the gratuity will not be issued to an airman who, while otherwise eligible, is found unfit on medical grounds for service in the reserve, notwithstanding that his condition has not prevented the completion of his regular engagement. For medical examination, *see* paras. **1446,** clause 2 (*q*), **653,** clause 1, and **661A.**

4. An airman who fulfils the conditions of clause 1 will be required to sign a statement as in Appendix XXV on prolonging his engagement. The gratuity of £100 will be credited to the airman in the pay ledger, in lieu of the ordinary service gratuity, as provided in para. **3695.** Where an airman's final credit balance approximates to £100 his C.O. may, if the airman so desires, arrange for the whole or part of the balance to be deposited in the Post Office Savings Bank on his behalf. If the airman does not desire such an arrangement the bulk of the credit balance will be forwarded to his home address by cheque.

3692. Gratuities for Service—Three Years or Less.—Subject to the same condition as is expressed in para. **3691,** clause 4 (*b*), in relation to gratuities under that para., and to para. **3693,** an airman of the rank of warrant officer, 2nd class, or below, who has enlisted for two or three years' regular air force service and who has not extended his service beyond three years, shall—

* An ex-apprentice airman remustered from a group I trade to a trade of a lower group in consequence of the abolition of his former trade may be granted the special £100 gratuity provided he is eligible in all other respects.

Digitized by Google

(*a*) on transfer to the reserve; or

(*b*) on discharge at the expiration of his term of regular air force service if his engagement does not provide for service in the reserve; or

(*c*) if invalided with a temporary pension or without pension, be granted a gratuity of £2. If discharged—

(*d*) free as an indulgence, or free on compassionate grounds,

(*e*) as "unfitted for the duties of the R.A.F.," or

(*f*) as "services no longer required" for reasons other than misconduct; or

(*g*) on reduction,

he shall be granted a gratuity of 30*s*.

3693. Service—How Counted.—1. Subject to clause 2, regular air force service on an ordinary engagement shall alone be reckonable towards gratuity under paras. **3691** and **3692**. Subject to clause 3, it shall be reckoned from the date of the airman's last enlistment and may include service before the age of eighteen, service in the employment of a dominion, colonial or foreign government, and service during the Great War notwithstanding that war gratuity may have been issued in respect thereof.

2. For the purposes of this section the following may be reckoned as the equivalent of regular air force service on an ordinary engagement:—

(*a*) If the airman transferred from the Army while serving on an ordinary engagement—service on his current Army engagement whether before or after transfer.

(*b*) If the airman transferred from the R.N., the Royal Naval Air Service or the R.M. while serving on an ordinary engagement—service on his current naval or marine engagement after transfer.

(*c*) If the airman's service on an Army or air force "duration of war" engagement extended beyond 3rd August, 1919—any such service after the date of the first subsequent anniversary of his enlistment or recall.

(*d*) If the airman's service on a naval or marine "duration of war" engagement extended beyond 3rd August, 1919—any such service after the date of the first subsequent anniversary of his transfer to the R.A.F.

3. Service forfeited by reason of desertion or fraudulent enlistment shall not be reckoned towards gratuity under para. **3691**.

3694. Gratuity Payable to Representative.—1. If an airman dies whilst still in regular air force service, any gratuity to which he would have been entitled under paras. **3691** and **3692** had he been invalided without pension on the date of his death shall be paid to his legal representative, subject to the whole or any portion of the gratuity being used towards the liquidation of any debt owing by the airman to the Crown.

2. No gratuity shall be issuable for an airman who is sentenced to death by court martial or by the civil power, or who dies in a state of desertion or mutiny.

Digitized by Google

3695. Procedure for Payment.—1. An airman's claim to a gratuity under this section will be verified by the accountant officer by reference to his service documents. In any case of doubt the claim will be referred to the Officer i/c Records for verification. When the claim has been established, the amount due will be credited to the airman in the pay ledger, either for payment as part of the final balance due to him, or for absorption as an off-set against any debtor balance which may exist on his account (*see also* para. **3691A**, clause 4).

2. When an airman is invalided, the accountant officer will credit service gratuity as follows:—

(*a*) For fourteen years' service and over (excluding boy's time), £2 only in respect of total service.

(*b*) For under fourteen years' service (excluding boy's time), the full amount payable under this section.

3. In forwarding the invalided airman's service documents to the Officer i/c Records a statement will be attached showing the service assessed and the amount credited in the ledger, in order that action may be taken to adjust the amount finally due to the airman when it has been decided by the Air Ministry whether he is eligible for disability pension or gratuity. If the amount of service gratuity issuable is reduced by reason of the existence of a debtor balance on his account at the time of issue, this fact will be shown on the statement. The remaining balance, debit or credit, will also be shown, and, if a credit balance, the date of payment.

Section III.—Pensions and Gratuities for Disability.

3705. Applicability of Regulations.—1. The regulations contained in this section are applicable to airmen invalided on or after 1st October, 1921, except—

(*a*) airmen invalided in consequence of wound, injury, or disease attributable to or aggravated by service during the period of the Great War. For this purpose, "the period of the Great War" is to be read as meaning the period beginning on 4th August, 1914, and ending on 30th September, 1921;

(*b*) Maltese airmen;

(*c*) airmen invalided while belonging to the R.A.F. Reserve.

2. In the event of an airman who is invalided having a claim, in respect of enlistment under former regulations, to pension or gratuity at a rate or subject to conditions other than those set out in this section, the grant of a pension or gratuity to such airman will be specially considered.

3. Except as may be otherwise provided in this section, pensions for disability will be subject to the same conditions as pensions for service under Section I, particularly as regards the rules relating to the reckoning of rank, the pensions of re-enlisted pensioners, the forfeiture, suspension and restoration of pension, the payment of pension to wife and children and the calculation of fractions of a penny in the rates of total pension.

Digitized by Google

3706. Third Party Compensation.—1. If an airman who is invalided receives compensation from or on behalf of a third party for the act, omission, or circumstance which caused the wound, injury, or disease in consequence of which he is invalided, any such compensation may be taken into consideration in assessing any grant which might be made to him under this section; and if the compensation is received after assessment, it may be taken into consideration and the assessment may be amended or cancelled accordingly. (*See* para. **2323** as to the action to be taken.)

2. If an airman fails or refuses to take action against a third party, and such failure or refusal is in the opinion of the Air Council unreasonable, any grant under this section may be withheld or reduced at their discretion.

3707. Definition of "Service."—Except as may be otherwise specially provided in this section, the term "service" as used herein for the purpose of indicating length of service will be read as meaning qualifying service reckonable as such towards service pension under paras. **3672** and **3673.**

3708. Avoidable Disability.—If an airman's unfitness at the time of invaliding or afterwards, or the wound, injury or disease which has resulted in the unfitness, is due wholly or in part to his own negligence or misconduct or to any cause within his control, any grant which otherwise might have been made or which has already been made to him under this section may be withheld or withdrawn, or reduced in amount, at the discretion of the Air Council.

3709 and **3710.** *Deleted.*

3711. Injuries Sustained in Gliding, Games, &c.—The question whether an injury sustained in gliding, or in a game or other form of physical recreation can be regarded as directly attributable to the conditions of service for the purpose of an award of pension or of gratuity will be decided by the Air Council in each case in accordance with the principles laid down in para. **3612.**

3712. Pensions for Disabilities Attributable to Service.—How Calculated.—1. An airman invalided in consequence of wound, injury or disease directly attributable to the conditions of service may be granted a pension or gratuity calculated according to the degree of his disablement. Pension or gratuity may also be granted in respect of service. An addition to pension may be made in respect of rank.

2. In the calculation of a pension to be awarded under clause 1, the three elements there referred to, viz.—

(*a*) disability element,
(*b*) service element, and
(*c*) rank element,

will be separately considered, (*a*) being assessed under para. **3713,** (*b*) under para. **3714** and (*c*) under para. **3715.**

3. Disability element will not be payable at the full weekly rate under para. **3713** together with service element at the full weekly rate under para. **3714;** whichever element is the larger at any time in the particular case will be paid in full, the other being halved. Rank element under para. **3715** will be payable in full subject to the conditions laid down therein.

Digitized by Google

3713. Disability Element—Rates and Conditions.—1. Disability element will be assessed under the following scale*, the weekly rate being halved for an airman receiving service element in full (*see* para. **3712,** clause 3, and para. **3714**):—

Degree of Disablement.	*Weekly Rate.* s. d.
100 per cent.	34 2
Less than 100 per cent., but not less than 90 per cent. ...	30 9
,, 90 ,, ,, 80 ,, ...	27 4
,, 80 ,, ,, 70 ,, ...	23 11
,, 70 ,, ,, 60 ,, ...	20 6
,, 60 ,, ,, 50 ,, ...	17 1
,, 50 ,, ,, 40 ,, ...	13 8
,, 40 ,, ,, 30 ,, ...	10 3
,, 30 ,, ,, 20 ,, ...	6 10
Less than 20 per cent.	Nil.

2. Unless the disablement is certified by the regulated medical authority to have reached its final condition, assessments under clause 1 will be temporary; that is, the airman will be medically re-examined from time to time and the assessment renewed or increased or decreased according to the then existing degree of disablement due to the original cause. If at any time the degree of disablement is found to be less than twenty per cent. payment of the disability element will cease, and the case will be dealt with under para. **3716,** clause 1.

3714. Service Element—Rates and Conditions.—1. Subject to clause 4, service element will be assessed under scale A or scale B below, as appropriate, the assessment being permanent except that the weekly rate will be halved for any period in respect of which the airman receives disability element in full (*see* para. **3712,** clause 3, and para. **3713**). Scale A will be applicable to airmen who were serving on 31st March, 1930, and have served continuously, without re-enlistment, from that date to the date of discharge to pension, and scale B to other airmen:—

Qualifying Service.	*Weekly Rate.* *Scale A.* s. d.	*Weekly Rate.* *Scale B.* s. d.
24 years	21 0	16 0
Less than 24 but not less than 23 years	20 1½	15 4
,, ,, 23 ,, ,, 22 ,, ...	19 3	14 8
,, ,, 22 ,, ,, 21 ,, ...	18 4½	14 0
,, ,, 21 ,, ,, 20 ,, ...	17 6	13 4
,, ,, 20 ,, ,, 18 ,, ...	14 0	10 8
,, ,, 18 ,, ,, 16 ,, ...	12 3	9 4
,, ,, 16 ,, ,, 14 ,, ...	10 6	8 0
,, ,, 14 years	Nil.	Nil.

* *See* A.M.O. A.571/43 for increased rates as from the first normal weekly pay day in February, 1942.

Digitized by Google

2. *Deleted.*

3. The weekly rate applicable to 24 years' qualifying service is calculated at the full service pension rate as under Section I of this chapter. The weekly rate will be similarly assessed (*a*) when the qualifying service amounts to more than 24 years, and (*b*) when it amounts to less than 24 years, but the airman's total service and qualifying service are sufficient to render him eligible, if he were being discharged otherwise than for disability, for pension on the full service scale.

4. A service element of pension for disability will not be allowable unless it shall appear to the satisfaction of the Air Council that there is a reasonable probability that, had he not been invalided, the airman would have continued in regular air force service until the completion of the full period required for service pension.

3715. Rank Element—Rates and Conditions.—1. Rank element will consist of additions for rank above aircraftman calculated as under service pension regulations (*see* Section I of this chapter), subject to clauses 3 and 4 below. The rank element will be payable in full in addition to—

(*a*) disability element; or
(*b*) service element; or
(*c*) both disability element and service element, one of these being at half rates.

2. If the airman is entitled to service element, the rank element will be permanent; if he is not so entitled, the rank element will be payable only so long as the disability element continues.

3. The additions for rank under clause 1 will be subject to the condition that the service element and the rank element taken together must not exceed the scale of maximum rates of service pension laid down in para. **3670,** clause 5. For this purpose the service element will always be reckoned at the full rate under para. **3714.**

4. If the Air Council so decide in a particular case, the acting rank of sergeant held at the date of invaliding may be regarded as the equivalent of the substantive rank, if the airman was appointed to the acting rank pending his examination for sergeant and to fill a vacancy in the establishment.

3715A. Alternative Pension.—An airman eligible for a pension under para. **3712** may, if and for so long as it is to his advantage, be granted, instead of a pension assessed under that paragraph, a pension consisting of the full disability element for which he is eligible under para. **3713** and family element under para. **3715B.**

3715B. Family Element.—1. Family element will consist of allowances in respect of an airman's wife and children at such proportion of the following rates* as corresponds to the degree of disablement at which he is assessed for pension:—

* *See* A.M.O. A.571/43 for increased rates as from the first normal weekly pay day in February, 1942.

Digitized by Google

	Weekly rate for 100 per cent. disablement
	s. d.
(*a*) For a wife	8 4
(*b*) For children:—	
(i) If an allowance under (*a*) is in issue:—	
For the first child	6 3
For each other child	5 0
(ii) If no allowance under (*a*) is in issue:—	
For the first child	8 4
For the second child	6 3
For each other child	5 0

2. The grant of family element will be governed by clauses 3 to 11.

3. For a wife—

(*a*) the wife shall have been married to the airman before the date on which he sustained the wound or injury, or was removed from duty* on account of the disease, in respect of which pension is granted;

(*b*) if she is living apart from her husband, family element will not be admissible in respect of her unless—

(i) she was being regularly maintained in whole or in part by the airman up to the date of any award or renewal of pension to him;

(ii) she is entitled to support under a separation or maintenance order; or

(iii) the separation was caused by the husband's mental instability due to the disability in respect of which he is granted pension.

4. For a legitimate child—

(*a*) the mother shall have been married to the airman before the date referred to in clause 3 (*a*); and

(*b*) the child must have been born before, or within nine months after, the date of discharge of the airman.

5. For a legitimated child—

the child shall have been legitimated by the marriage of the parents before the date referred to in clause 3 (*a*) unless the child would, but for legitimation, have qualified as an illegitimate child.

6. For a step-child—

(*a*) the mother shall have married the airman before the date referred to in clause 3 (*a*); and

* " Removed from duty " will be interpreted with reference to the date of the first removal from duty on account of the disease upon which the claim in respect of death or disablement is based; provided that if, as a result of subsequent service, the officer or airman suffered material aggravation of his disability, the date of removal from duty will be the date of the later removal on account of the disability, or, if there was no such removal, the date of termination of full pay service of the officer or airman.

Digitized by Google

(*b*) the child shall have been regularly maintained in whole or in part by the airman up to the date of any award or renewal of pension to him.'

7. For a legally adopted child—

the child shall have been adopted by the airman before the date referred to in clause 3 (*a*) unless the child would, but for the adoption, have qualified as a step-child or as an illegitimate child of the airman.

8. For an illegitimate child—

(*a*) the child shall have been born before, or within nine months after, the date referred to in clause 3 (*a*); and

(*b*) the child shall have been regularly maintained in whole or in part by the airman up to the date of any award or renewal of pension to him, or shall be the subject of an affiliation order in force against the airman.

9. Family element in respect of a child will normally terminate when the child attains the age of 16, but if satisfactory evidence is produced that, owing to mental or physical infirmity, a child is unable to maintain himself or herself, the element may be granted or continued up to an age not exceeding 21. It may also be granted or continued after the age of 16 for a child who is being educated at a secondary school, technical school or university, or is an apprentice receiving not more than nominal wages.

10. Family element in respect of any individual may be withheld if, in the opinion of the Air Council, the circumstances do not justify the grant.

11. Where an individual in respect of whom family element is admissible is not residing with the pensioner, the element may be granted, for the benefit of that individual, to a person other than the pensioner.

3715C. Gratuity when Service Element Inapplicable.—An airman not eligible for a service element of pension under para. **3714** may receive the gratuity under para. **3716,** clause 2, in addition to the pension under para. **3715A.**

3716. Gratuities for Disabilities Attributable to Service.—1. An airman invalided for a disability which, at the date of discharge, is assessed at less than twenty per cent. (or which, having been assessed at twenty per cent. or over on discharge, is afterwards assessed at less than twenty per cent.), such disability being directly attributable to the conditions of service, may be granted a gratuity of such amount, not exceeding £100, as the Air Council may determine. This gratuity may be in addition to pension assessed under paras. **3714** and **3715,** if the airman is qualified therefor by service and rank, or in addition to gratuity under clause 2 below, subject to the conditions there laid down.

2. An airman invalided for a disability directly attributable to the conditions of service who is ineligible for an award of pension under para. **3714** may be granted a gratuity at the rate of £2 for each complete year of his qualifying service. This gratuity may be in addition to pension assessed under paras. **3713** and **3715,** if the airman is qualified therefor by disability and rank, or in addition to gratuity under clause 1 above. It will not be payable, however, in addition to gratuity under

Digitized by Google

Section II of this chapter. An airman eligible for gratuity under that section as well as under this clause may receive whichever is the more favourable to him, but not both. For the purpose of this clause qualifying service includes service rendered before the age of eighteen.

3. Gratuities under this para. will be payable in one sum or in instalments at the discretion of the Air Council.

3717. Airmen of Less than One Year's Service, Apprentices and Boy Entrants.—1. An apprentice or a boy entrant invalided in consequence of wound, injury or disease, directly attributable to the conditions of service, or an airman so invalided who has completed less than one year's qualifying service after the age of eighteen, may be granted a pension on the scale and subject to the conditions laid down in para. **3713,** or a gratuity under para. **3716,** clause 1, according to the degree of his disablement.

2. Except as provided in clause 1, an apprentice, a boy entrant, or an airman who has not completed one year's qualifying service will not be eligible for any grant under these regulations. For the purpose of this clause qualifying service includes service rendered before the age of eighteen.

3718. Disabilities Not Attributable to Service—Pensions and Gratuities.—1. Except as provided in para. **3717,** clause 2, an airman invalided in consequence of wound, injury or disease not directly attributable to the conditions of service may be granted a pension or gratuity in respect of his service. An addition to pension may be made in respect of rank.

2. Pensions granted under clause 1 will be assessed under para. **3714.** There will not be a separate assessment in respect of disability but additions may be made in respect of rank. These additions will be calculated as under service pension regulations (*see* Section I of this chapter) subject to para. **3715,** clauses 3 and 4.

3. An airman eligible for a grant under clause 1 but ineligible for pension under para. **3714** may be granted a gratuity assessed as follows:—

For each completed year of qualifying service.	£2 if the disability is assessed at 20 per cent. or less. For higher degrees of disablement add 10*s.* for each full 10 per cent. above 20 per cent.

For the purpose of this clause qualifying service includes service rendered before the age of eighteen.

4. Gratuity under this para. will not be payable in addition to gratuity under Section II of this chapter. An airman eligible for gratuity under that section as well as under this para. may receive whichever is the more favourable to him, but not both.

5. Gratuities under this para. will be payable in one sum or in instalments at the discretion of the Air Council.

3719. Additional Age Pensions.—1. Pensions assessed wholly or in part under the scale laid down in para. **3714** may be increased, subject to good character as a pensioner, by 5*d.* a day on the pensioner attaining

Digitized by Google

the age of 55, and, if his last enlistment or re-enlistment was before 1st October, 1925, by a further 4*d.* a day on his attaining the age of 65.

2. No pensioner in receipt of disability pension not assessed wholly or in part under the scales laid down in para. **3714** will be eligible for these increases.

3720. Pension for Gallant Conduct.—1. An additional pension of 6*d.* a day may be granted to an airman who is granted a pension for disability under this section and who is in possession of the Victoria Cross, the Military Cross, the Distinguished Flying Cross, the Distinguished Conduct Medal, Conspicuous Gallantry Medal (flying), the Distinguished Flying Medal, or, if awarded in respect of gallant conduct in the Army and deemed to merit the additional pension, the Meritorious Service Medal. If the disability pension ceases the additional pension under this para. will cease at the same time.

2. Not more than one additional pension shall be granted to any individual airman. Such pension shall not be granted to a pensioner in respect of the Victoria Cross, the Military Cross, or the Distinguished Flying Cross received for services rendered by him as a commissioned officer.

3721. Commutation of Pensions.—Commutation of a disability pension granted under this section will not, as a rule, be allowed. In very exceptional cases, however, and provided that the pension is wholly permanent, the Air Council, at their discretion, may commute a portion of such pension for a sum of money in lieu thereof, subject to the conditions governing the commutation of service pensions under para. **3679.**

3722. Disability Claimed on or after Discharge.—1. If an airman, after discharge from the R.A.F., is found to be disabled by reason of a wound or injury directly attributable to the conditions of service and officially recorded during the airman's service, he may, at the discretion of the Air Council, be granted a pension, an increased pension or a gratuity.

2. In exceptional cases where the disability is caused by disease proved to the satisfaction of the Air Council to be directly attributable to the conditions of his service, a similar award may be made provided that a claim is made within seven years from the date of discharge.

3. In any case the award shall not exceed that which would have been granted to the airman under the regulations in force at the date of his discharge had he been invalided on account of the disability.

3723. Airmen Invalided after 20 Years' Service.—If it would be to his advantage, an airman invalided after 20 years' service (reckoned as under para. **3672,** clause 1) may be granted the pension, if any, which he would have been granted had he been discharged at his own request, in lieu of pension (and gratuity, if any) as assessed under this section at the time of invaliding, or of pension as subsequently re-assessed thereunder by reason of a re-assessment of the degree of his disablement.

Digitized by Google

CHAPTER XLIII.

PENSIONS AND GRATUITIES TO WIDOWS AND ALLOWANCES TO CHILDREN AND DEPENDENT RELATIVES OF OFFICERS AND AIRMEN.

SECTION I.—GENERAL.

3743. Applicability of Regulations.—The regulations contained in this chapter have effect from 1st October, 1921, but will not apply in cases where the death of an officer or airman is attributable to or aggravated by service during the period of the Great War. For this purpose, the period of the Great War is to be read as meaning the period beginning on 4th August, 1914, and ending on 30th September, 1921.

3744. Pension, &c., Cannot be Claimed as a Right.—1. A pension, gratuity, or allowance cannot be claimed as a right. It will not be granted when the applicant is shown to be unworthy of a grant from public funds, nor will it be granted unless the officer's or airman's service has been such as, in the opinion of the Air Council, to justify the award.

2. Any pension, gratuity or allowance which might otherwise have been granted under this chapter may be withheld or reduced in amount if the applicant is eligible for any other grant from the public in respect of the officer's or airman's services. The amount of such other grant will be taken into consideration in determining the amount of the grant, if any, permissible under this chapter.

3745. Applications and Procedure.—1. All applications for pensions, gratuities and allowances under the terms of this chapter by, or on behalf of, the widows or other dependants of deceased officers or airmen should be addressed to the Under-Secretary of State, Air Ministry (*see* para. **3748** as to the effect of delay in making application).

2. On the death of an airman leaving a widow or motherless child or children, the C.O. of the unit will forward all service documents, including Form 48, as early as possible to the Officer i/c Records, who will attach the airman's original documents and transmit them, together with a report containing the name and address of the widow, guardian or other representative, to the Air Ministry. If the service documents are not immediately received by the Officer i/c Records, the report should nevertheless be forwarded on receiving notification of the casualty and the documents transmitted as soon afterwards as possible.

3. On the death of an airman leaving no dependant, or leaving dependants other than a widow or motherless child or children, the report and documents referred to in clause 2 will not be forwarded, unless and until a request is made by the Air Ministry. The documents should, however, be obtained by the Officer i/c Records and kept completed to date so as to be available for immediate despatch in the event of a request being received.

3746. Effect of Separation on Widow's Pension.—Subject to any exception which the Air Council may approve in a particular case, a

Digitized by Google

grant will not be made to a widow who was living apart from her husband at the time of his death. Should such exception be approved, the grant made will be at such rate within the scales laid down in this chapter and subject to such conditions as the Air Council may determine.

3747. Discontinuance of Pension, &c.—Any pension or allowance will be discontinued should the recipient subsequently prove to be unworthy of it or should the conditions which justified the grant no longer be fulfilled.

3747A. Withholding or Diversion of Pension, &c.—In exceptional circumstances the Air Council may withhold any pension or allowance, or divert the whole or part thereof for the benefit of persons dependent on the grantee.

3748. Belated Claims.—A grant will not be made if the claim thereto fails to be established before the death of the person to whom it might have been made and such failure is due to neglect or omission on the part of such person, or, if the person is not of adult age, on the part of his or her guardian or other representative.

3749. Negligence or Misconduct of Officer or Airman.—If the death of an officer or an airman, or the wound, injury or disease which resulted in his death, was due wholly or in part to his own negligence or misconduct or to any cause within his control, any grant which might otherwise have been made to his widow or other relative may be withheld or reduced in amount at the discretion of the Air Council.

3750. Injuries Sustained in Games, &c.—The question whether for the purpose of an award under this chapter an injury sustained in a game or other form of recreation may be regarded as directly attributable to the conditions of service will be decided by the Air Council in each case in accordance with the principles laid down in para. **3612.**

3751. Third Party Compensation.—1. If an officer or airman is killed or dies in such circumstances that any grant is payable in respect of him under this chapter, and his widow, child, or dependant receives compensation from or on behalf of a third party for the act, omission, or circumstance which caused the death, any such compensation may be taken into consideration in assessing any grant which might be made in respect of the officer or airman under these regulations; and if the compensation is received after assessment, it may be taken into consideration and the assessment may be amended or cancelled accordingly. (*See* para. **2323** as to the action to be taken.)

2. If a widow or other dependant fails or refuses to take action against a third party, and such failure or refusal is in the opinion of the Air Council unreasonable, any grant under these regulations may be withheld or reduced at their discretion.

3752. Date of Commencement of Pension, &c.—1. The date of commencement of any pension or allowance will be as the Air Council may determine in each case. In fixing the date account will be taken of any delay on the part of the widow or other relative in applying for such pension or allowance.

Digitized by Google

2. Subject to clause 1, the date of commencement will, as a rule, be—

(*a*) in respect of an officer—the date following the date of the officer's death;

(*b*) in respect of an airman—the date following the date of the airman's death, or, if later, the date following that to which his own pension, if any, or any family allowance to his family, has been paid.

Section II.—Special Provisions for Officers.

3762. Applicability of Regulations.—1. The regulations contained in this section will not apply to the widows or other relatives of—

(*a*) officers of the R.A.F. Reserve or the Auxiliary Air Force;

(*b*) officers attached or seconded from another service; or

(*c*) officers granted temporary commissions subject to special conditions which exclude the issue of emoluments at air force rates.

2. An officer invalided from the R.A.F. who elects* to be paid a gratuity under para. **3568** (or under para. **3570**, clause 5, as the case may be) will be assumed to have waived on behalf of himself and his dependants all claims to pension, gratuity, or other grant in respect of his disability or subsequent death, and no grant of any kind will be made under this section to his widow or other relative.

3. All grants under this section will be governed by the general conditions contained in Section I.

3763. Commutation of Retired Pay.—1. The wife and children of an officer who commutes a portion of his retired pay, will not thereby be deprived of any reversionary right to pension or children's allowances under this section.

2. The widow of an officer whose marriage took place after commutation, or a child born after commutation, whether of a marriage before or after commutation, will be granted only such portion of any pension or allowance, which would otherwise be awardable under this section, as corresponds with the portion of retired pay not commuted.

Widows.

3764. Nature of Grants.—1. There will be two scales of widows' pensions, each varying in accordance with the rank of the deceased officer, namely, ordinary pension and special pension.

2. In certain specified circumstances, gratuities, similarly graded according to rank, may be granted in addition to special pension.

---

* The option of gratuity under para. **3568** or para. **3570** cannot be claimed as a right, and the officer's application therefor may be refused by the Air Council at their discretion.

Digitized by Google

3765. Definition of "Rank".—"Rank" for the purpose of grants under this section means the last substantive rank held by the officer while on the active list.*

3766. Ordinary Pensions.—Ordinary pension will be of such amount, not exceeding the following rates, as the Air Council may decide:—

Rank (or service).	Ordinary pension to widow (yearly). £	s.
Officers, except Chaplains.		
Pilot officer	45	0
Flying officer	45	0
Flight lieutenant	50	0
Squadron leader	70	0
Wing commander	90	0
Group captain	100	0
Air commodore	120	0
Air vice-marshal	150	0
Air-marshal	187	10
Air chief marshal	225	0
Marshal of the R.A.F.	300	0
Chaplains.		
Service as chaplain:—		
1st—9th years inclusive	45	0
10th—15th years inclusive	50	0
16th—21st years inclusive	70	0
Over 21 years	90	0

3767. Ordinary Pensions—Conditions of Grant.—1. An ordinary pension may be granted, provided—

(*a*) that the officer held a permanent commission in the R.A.F., or had been retained on a temporary commission under special conditions to complete time for retired pay;

(*b*) that the pecuniary circumstances of the applicant are such as, in the opinion of the Air Council, to justify the award;

(*c*) that the officer was married while on the active list; that he was not over sixty years of age at the time of his marriage, and was not more than 25 years older than his wife;

(*d*) that he survived his marriage at least one year, unless it be shown that he was manifestly in good health at the date of his marriage;

(*e*) that he did not retire with a gratuity; and

(*f*) that he had completed not less than the following periods of service:—

* Retired officers are not on the active list even when re-employed or recalled to service in an emergency.

Digitized by Google

(i) If dying while on the active list* or after compulsory retirement for age or non-employment, or after retirement caused by ill-health rendering him permanently unfit for further service—ten years, reckoned as in para. **3561.**

(ii) If dying after having been retired at his own request or for misconduct or incapacity—twenty years, reckoned as in para. **3560.**

2. An ordinary pension will not be granted to the widow of an officer who married after retirement, and any service rendered by an officer after retirement will not be reckonable under clause 1 (*f*). For the purposes of this para. an officer retained on the active list under para. **3543** at a time of national emergency beyond the date when he would otherwise have been retired will be deemed to have retired on that date.

3. If the service of a deceased officer who has been promoted from the ranks is insufficient to entitle his widow to a pension, the Air Council may exercise their discretion as to the grant of a pension to her, provided that the time actually served in all ranks amounted to the periods prescribed for other officers.

3768. Special Pensions—Rates and Conditions.—1. Subject to clause 2, pension at twice the rates laid down in para. **3766**§ (an acting pilot officer ranking for this purpose as a pilot officer) may be granted to the widow of an officer who died as a result of wound, injury or disease directly attributable to the conditions of service, provided that the death occurred within seven years after the officer was wounded or injured or after he was removed from duty (*see* footnote to para. **3715B**) on account of the disease.

2. Pension will not be granted under clause 1—

(*a*) † if the officer voluntarily resigned his commission or retired at his own request with retired pay or gratuity;

(*b*) if the officer married after he received the wound or injury or after he was removed from duty (*see* footnote to para. **3715B**) on account of the disease from which he died.

3769. Gratuities—Rates and Conditions.—If the officer—(*a*) was killed in action, or died of wounds received in action within seven years after having been wounded, or (*b*) was killed on flying duty, or while being carried on duty in aircraft under proper authority,‡ or (*c*) within seven years of the injury, died of injury sustained on flying duty or while being carried on duty in aircraft under proper authority,‡ and (*d*) if the widow

* Retired officers are not on the active list even when re-employed or re-called to service in an emergency.

† In the case of a short or medium service officer or a non-permanent officer of the dental branch allowed to transfer to the reserve on personal grounds before completing his full period of service on the active list, pension under clause 1 will not be disallowed on account of the premature transfer to the reserve provided the full period of reserve service is rendered. If the officer voluntarily resigns from the active list or from the reserve, pension under clause 1 will not be granted.

‡ The inclusion of flying duty in this para. is provisional and subject to reconsideration by the Air Council at any time.

§ *See* A.M.O. A.571/43 for increased rates as from the 1st February, 1942.

Digitized by Google

is granted a pension under para. **3768**, she may be granted in addition to that pension a gratuity under the following scale:—

Rank (or service).	Gratuity.
Officers, except Chaplains.	£
Acting pilot officer or pilot officer	100
Flying officer	150
Flight lieutenant	200
Squadron leader	300
Wing commander	450
Group captain	600
Air commodore	800
Air vice-marshal	1,000
Air marshal	1,250
Air chief marshal	1,500
Marshal of the R.A.F.	2,000
Chaplains.	
Service as chaplain:—	
1st—3rd years inclusive	100
4th—9th years inclusive	150
10th—15th years inclusive	200
16th—21st years inclusive	300
Over 21 years	450

3770. Re-marriage.—The pension of a widow who re-marries will be suspended from the date following that of her re-marriage; but in the event of her again becoming a widow her pension may be restored in whole or in part at the discretion of the Air Council, provided that she is otherwise qualified and that her pecuniary circumstances are such as, in the opinion of the Air Council, to justify the award. These conditions will apply whether the original pension was at the ordinary or the special rate.

3771. Misconduct, &c., of Officer.—If the deceased officer was placed on the retired list on account of misconduct, or incapacity, the pension to the widow will be reduced by such proportion as the Air Council may determine.

Children.

3772. Compassionate Allowances.—1. Compassionate allowances may be granted to the legitimate children (under the age of 18*) of a deceased officer whose widow is awarded a pension (or who is ineligible for pension

* As regards daughters the age limit of 21 under previous regulations will continue to apply, subject to the usual conditions, to—

(*a*) allowances granted before the 1st December 1932, whether they are at the "special" (attributable) or the "ordinary" (non-attributable) rate;

(*b*) allowances at the "ordinary," but not at the "special" rate granted in respect of officers who were already retired on the 1st December, 1932, or who subsequently retire or die in the same substantive rank as they held on that date.

Digitized by Google

solely by reason of her pecuniary circumstances) or would, if she had been living at the time of the officer's death, have been eligible for a pension, provided, if the widow's pension is or would have been an ordinary pension granted under paras. **3766** and **3767,** that such children are not, in the opinion of the Air Council, disqualified for the award by their pecuniary circumstances. Compassionate allowances may also be granted in exceptional cases, at the discretion of the Air Council, even though the widow is ineligible for pension under para. **3746.**

2. Where the widow's pension is or would have been an ordinary pension, the compassionate allowance for each legitimate child will be of such amount as the Air Council may decide, not exceeding £16 a year, or, if the children are motherless, not exceeding £25 a year.

2A. Where the widow is in receipt of a special pension granted under para. **3768** the rate* of compassionate allowance for each legitimate child will be £30 a year, or, if the children are motherless, £45 a year.

2B. If the officer died in circumstances described in para. **3768,** and subject to the conditions of that paragraph so far as they apply, compassionate allowances of such amount as the Air Council may determine, not exceeding the rates laid down in clause 2A, may be granted to legitimated children, step-children, adopted children, and illegitimate children provided that the following conditions are fulfilled:—

(i) For a legitimated child, the child shall have been legitimated by the marriage of the parents before the officer sustained the wound or injury or before he was removed from duty (*see* footnote to para. **3715B**) on account of the disease, or the child would, but for the legitimation, have qualified as an illegitimate child.

(ii) For a step-child, the mother shall have married the officer before he sustained the wound or injury or before he was removed from duty (*see* footnote to para. **3715B**) on account of the disease, and the child shall have been regularly maintained in whole or in part by the officer up to the date of any award or renewal of pension to him, or up to the date of his death.

(iii) For a legally adopted child, the child shall have been adopted by the officer before he sustained the wound or injury or before he was removed from duty (*see* footnote to para. **3715B**) on account of the disease, unless the child would, but for the adoption, have qualified for an allowance as a step-child or as an illegitimate child of the officer.

(iv) For an illegitimate child, the child shall have been born before, or within nine months after, the date on which the officer sustained the wound or injury, or the date on which he was removed from duty (*see* footnote to para. **3715B**) on account of the disease, and the child shall have been regularly maintained in whole or in part by the officer up to the date of any award or renewal of pension to him, or up to the date of his death, or shall have been the subject of an affiliation order in force against the officer at the date of his death.

3. These allowances may be granted or continued at the discretion of the Air Council after the age specified in clause 1 (but subject, other-

* *See* A.M.O. A.571/43 for increased rates as from the 1st February, 1942.

Digitized by Google

wise, to the conditions of that clause) for either a son or a daughter who is an apprentice receiving not more than nominal wages, or who is being educated at a secondary school, technical school or university.

4. These allowances may also be granted after the specified age (but subject, otherwise, to the conditions of clause 1) in very special cases in which it is shown—

(*a*) that the children became afflicted during the officer's lifetime with some mental or bodily infirmity rendering them dependent upon him and incapable of making adequate exertion for their own support;

(*b*) that such incapacity dates from a period before the children reached the ordinary limit of age; and

(*c*) that they are in distressed circumstances.

5. Allowances granted under clause 1 will, as a rule, cease to be payable when the child of an officer attains the age of 18, or is otherwise provided for, or, if a daughter, marries. In very special cases, however, in which it is shown that the children are afflicted with some mental or bodily infirmity rendering them incapable of making adequate exertion for their own support, and that they are in distressed circumstances, the allowances may be continued at the discretion of the Air Council.

6. Allowances granted or continued under clauses 3 to 5 will cease at such time as the Air Council may decide.

7. A compassionate allowance may be drawn notwithstanding that the recipient may also have been granted an education allowance as a King's cadet.

3773. Education Allowances.—In addition to compassionate allowance, an education allowance not exceeding £35* a year may be granted, at the discretion of the Air Council, in cases of pecuniary need in respect of each child, above the age of eight, of an officer whose widow has been awarded, or, if she had been living at the time of the officer's death, would have been eligible for special pension under para. **3768.** This allowance, the continuance of which will depend on the Air Council being satisfied as to the education the child is receiving, will ordinarily cease at the age of eighteen, but may be extended beyond that age on the recommendation of a competent education authority when the education of a child is being continued at a secondary school, technical school or university.

Parents, Brothers and Sisters.

3774. Allowances to Parents.—1. If an officer dies, leaving neither a widow nor a child eligible for compassionate allowance under para. **3772,** in circumstances which would have rendered his widow eligible for special pension under para. **3768,** his parent or parents may be granted an annual allowance of such amount and subject to such conditions as the Air Council may decide, but not exceeding £70 a year or one and a half times the rate of widow's ordinary pension, whichever is the greater, provided—

* *See* A.M.O. A.571/43 for increased rates as from the 1st February, 1942.

Digitized by Google

(*a*) that the parent or parents are in pecuniary need;

(*b*) that either (i) the parent or parents were largely dependent on the officer at the time of his death or (ii) the father is deceased or incapable of self-support through age or infirmity.

2. A grant made under this para. to the two parents of an officer may, on the death of one of them, be continued to the survivor at such rate and on such conditions as the Air Council may decide.

3. A grant made under this para. will cease on the re-marriage of the grantee.

3775. Allowances to Brothers and Sisters.—1. The brothers and sisters of an officer who died in circumstances which would have rendered his widow, had he been married, eligible for special pension under para. **3768,** may, collectively, be granted an annual allowance of such amount, not exceeding the rate of widow's ordinary pension and not exceeding £24 for any one brother or sister, as the Air Council may decide, provided—

(*a*) that the officer did not leave a widow, child, or parent;

(*b*) that the brothers and sisters were largely dependent on the officer at the time of his death; and

(*c*) that their pecuniary and other circumstances are such as, in the opinion of the Air Council, would justify the grant.

2. Allowances granted to the brothers and sisters of officers will be subject to the same age limits and rules as to continuance and cessation as those laid down in para. **3772** for the compassionate allowances of officers' children, except that the special grant or extension provided for in clause 3 of that para. will not be admissible.

Section III.—Special Provisions for Warrant Officers.

3785. Limitation of Application.—The regulations in this section do not apply to (*a*) warrant officers, 2nd class; or (*b*) Maltese airmen.

3786. General Provisions Apply.—All grants under this section will be governed by the general conditions contained in Section I.

3787. Condition as to Rank.—As a rule, a pension or allowance under this section will not be granted unless the airman held the substantive rank of sergeant major, 1st class, or warrant officer. If, however, the Air Council so decide in a particular case, the acting rank of sergeant major, 1st class, or warrant officer, granted on probation and to fill a vacancy in the establishment may be regarded as the equivalent of the substantive rank.

3788. Widow's Pension Withheld—Position of Children.—If pension to a widow be withheld or discontinued on grounds of unworthiness, her children, if otherwise eligible for compassionate allowance and if removed from her control, may, at the discretion of the Air Council, be granted such allowance at the rate appropriate to motherless children.

3789. Poor Relief, or Admission to Sanatorium, &c.—1. If poor relief be afforded to a widow (in respect of herself or her children) or other

Digitized by Google

person who has been granted a pension or allowance under this section, the payment of such pension or allowance will be subject to the same rules, so far as they are applicable, as the payment of the service pension of airmen obtaining like relief (*see* para. **3678**).

2. If, in circumstances not provided for by clause 1, a widow, child, or other person who has been granted a pension or allowance under this section is admitted to a sanatorium or other institution which is supported wholly or in part at the expense of the rates or public funds, so much of such pension or allowance as would otherwise be payable in respect of the period of maintenance in the institution may be withheld or reduced in amount at the discretion of the Air Council or administered in such manner as the Air Council may determine.

Widows.

3790. Ordinary Pensions—Rate and Conditions.—1. Ordinary pensions will be at such rate not exceeding £30 a year, as the Air Council may decide.

2. An ordinary pension may be granted provided—

(*a*) that the pecuniary circumstances of the applicant are such as, in the opinion of the Air Council, to justify the award;

(*b*) that the warrant officer was married while serving in the regular air force on an ordinary peace attestation; that he was not over 60 years of age at the time of his marriage, and was not more than 25 years older than his wife;

(*c*) that he survived his marriage at least one year, unless it was shown that he was manifestly in good health at the date of his marriage; and

(*d*) that he had not less than the following periods of qualifying service, namely:—

(i) If dying while serving in the regular air force on an ordinary peace attestation or after discharge otherwise than at his own request or for inefficiency—fourteen years, including five years' service as sergeant major, 1st class, or warrant officer (excluding warrant officer, 2nd class), reckonable as such towards service pension.

(ii) If dying after having been discharged at his own request or for inefficiency—twenty years, including five years' service as sergeant major, 1st class, or warrant officer (excluding warrant officer, 2nd class) reckonable as such towards service pension.

3. The widow of a warrant officer who was discharged for misconduct and whose qualifying service was consequently forfeited under para. **3672**, clause 4(*d*), is ineligible for ordinary pension.

3791. Special Pensions, Rates and Conditions.—1. The scale* of special pensions to widows of warrant officers will be as follows:—

* *See* A.M.O. A.571/43 for increased rates as from the first normal weekly pay day in February, 1942.

Digitized by Google

	Weekly s.	d.
A widow over 40 years of age or with a child or children entitled to allowances; or a widow under 40 years of age without children entitled to allowances where there is satisfactory medical evidence that she is unable to earn	30	0
A widow who does not fulfil the above conditions ..	23	0

2. The grant of a pension under the scale laid down in clause 1 will only be allowable provided that the warrant officer died as a result of wound, injury or disease directly attributable to the conditions of service, and that the death occurred within seven years after he was wounded or injured or after he was removed from duty (*see* footnote to para. **3715B**) on account of the disease.

3. A special pension will not be granted if the warrant officer married after he received the wound or injury, or after he was removed from duty (*see* footnote to para. **3715B**) on account of the disease from which he died.

3792. Re-marriage.—The pension of a widow who re-marries will be suspended from the date following that of her re-marriage; but in the event of her again becoming a widow her pension may be restored in whole or in part at the discretion of the Air Council, provided that she is otherwise qualified and that her pecuniary circumstances are such as, in the opinion of the Air Council, to justify the award. These conditions will apply whether the original pension was at the ordinary or the special rate.

3793. Misconduct, &c., of Warrant Officer.—If the deceased warrant officer was discharged for misconduct, or inefficiency, any pension granted to the widow will be at such reduced rate as the Air Council may determine.

Children, Parents, Brothers and Sisters.

3794. Compassionate Allowances—Children.—1. Compassionate allowances at the rates stated in clause 2 may be granted to the legitimate children (under the age of 18*) of a deceased warrant officer, whose widow is awarded a pension (or is ineligible for pension solely by reason of her pecuniary circumstances) or would, if she had been living at the time of his death, have been eligible for a pension, provided that, if the widow's pension is or would have been an ordinary pension granted under para. **3790,** such children are not, in the opinion of the Air Council, disqualified for the award by their pecuniary circumstances. Compassionate allowances may also be granted in exceptional cases, at the discretion of the Air Council, even though the widow is ineligible for pension under para. **3746.**

2. Where the widow's pension is or would have been an ordinary pension, the compassionate allowance for each legitimate child will be of such amount as the Air Council may decide, not exceeding £10 a year, or, if the children are motherless, not exceeding £20 a year.

* *See* footnote to para. **3772** which applies also to warrant officers.

Digitized by Google

2A. Where the widow is in receipt of a special pension granted under para. **3791,** the normal rates* of compassionate allowance for each legitimate child will be—

	Weekly s.	d.
For the first child	8	6
For the second child	6	3
For each other child	5	0

It shall, however, be within the discretion of the Air Council to decide which, if any, of the eligible children of a family shall be regarded at any time as qualifying for awards in excess of 5*s.* 0*d.* a week. The rate for motherless children will be 10*s.* 0*d.* a week.

2B. If the warrant officer died in circumstances described in para. **3791,** clause 2, compassionate allowances of such amount as the Air Council may determine, not exceeding those laid down in clause 2A, may be granted to legitimated children, step-children, legally adopted children, and illegitimate children, subject to the same conditions as those relating to the compassionate allowances of such children of officers laid down in para. **3772,** clause 2B.

3. These allowances will not be issuable for any period during which the children are maintained in the R.N., the Army, or the R.A.F.

4. Except as provided in clauses 1 to 3, the conditions of the grant, continuance, and cessation of compassionate allowances to the children of warrant officers will be the same as those relating to compassionate allowances to officers' children as laid down in para. **3772.**

3795. Parents, Brothers, and Sisters.—Allowances to the parents, or brothers and sisters, of deceased warrant officers will be at the same rates and subject to the same conditions of issue as allowances to the parents, or brothers and sisters of other airmen as laid down in paras. **3813** and **3814.** They will not be granted unless the deceased warrant officer died in circumstances which would have rendered his widow, had he been married, eligible for a special pension under para. **3791.**

Section IV.—Special Provisions for Airmen of the Rank of Warrant Officer, 2nd Class, or below.

3805. Maltese Airmen.—The regulations contained in this section do not apply to Maltese airmen.

3806. General Provisions Apply.—All grants under this section will be governed by the general conditions contained in Section I.

3807. Circumstances of Death Govern Grant.—The grant of a pension or allowance under this section will only be allowable provided that the airman died as the result of wound, injury or disease directly attributable to the conditions of service, and that the death occurred within seven years after he was wounded or injured or after he was removed from duty (*see* footnote to para. **3715B**) on account of the disease.

* *See* A.M.O. A.571/43 for increased rates as from the first normal weekly pay day in February, 1942.

Digitized by Google

3808. Widow's Pension Withheld—Position of Children.—If pension to a widow be withheld or discontinued on grounds of unworthiness, her children, if otherwise eligible for compassionate allowance and if removed from her control, may at the discretion of the Air Council be granted such allowance at the rate appropriate to motherless children.

3809. Poor Relief, or Admission to Sanatorium, &c.—1. If poor relief be afforded to a widow (in respect of herself or her children) or other person who has been granted a pension or allowance under this section, the payment of such pension or allowance will be subject to the same rules, so far as they are applicable, as the payment of the service pensions of airmen obtaining like relief. (*See* para. **3678.**)

2. If, in circumstances not provided for by clause 1, a widow, child or other person who has been granted a pension or allowance under this section is admitted to a sanatorium or other institution which is supported wholly or in part at the expense of the rates or public funds, so much of such pension or allowance as would otherwise be payable in respect of the period of maintenance in the institution may be withheld or reduced in amount at the discretion of the Air Council or administered in such manner as the Air Council may determine.

3810. Widows' Pensions—Scale and Conditions.—1. The scale* of pensions to widows of aircraftmen will be as follows:—

	Weekly s.	d.
A widow over 40 years of age or with a child or children entitled to allowances; or a widow under 40 years of age without children entitled to allowances where there is satisfactory medical evidence that she is unable to earn	22	6
A widow who does not fulfil the above conditions ..	15	6

2. The following additions* to the rates of pension laid down in clause 1 may be made in respect of substantive rank held by the deceased airman:—

	Weekly. s.	d.
Corporal	1	6
Sergeant	3	0
Flight sergeant	4	6
Warrant officer, 2nd class	6	0

3. If the Air Council so decide in a particular case, the acting rank of sergeant may be regarded, for the purposes of clause 2, as equivalent to the substantive rank, if the airman was appointed to the acting rank pending his examination for sergeant and to fill a vacancy in the establishment.

4. A pension will not be granted if the airman married after he received the wound or injury, or after he was removed from duty (*see* footnote to para. **3715B**) on account of the disease from which he died.

* *See* A.M.O. A.571/43 for increased rates as from the first normal weekly pay day in February, 1942.

Digitized by Google

3811. Re-marriage.—If a widow who has been granted a pension under this section re-marries, her pension will cease on the date of her re-marriage, but she may then be granted a gratuity equal to one year's pension. This grant will be subject to such conditions as to payment as the Air Council may determine, and will be in full discharge of all claims.

3812. Compassionate Allowances to Children.—1. Compassionate allowances may be granted to the legitimate children under the age of sixteen of a deceased airman whose widow is awarded a pension under this section, or would, if she had been living at the time of the airman's death, have been eligible for such pension. Compassionate allowances may also be granted in exceptional cases, at the discretion of the Air Council, even though the widow is ineligible for pension under para. **3746.**

2. (*a*) If the mother is living, the normal rates* of compassionate allowances under clause 1 will be—

	Weekly
	s. *d.*
For the first child	8 6
For the second child	6 3
For each other child	5 0

It shall, however, be within the discretion of the Air Council to decide which, if any, of the eligible children of a family shall be regarded at any time as qualifying for awards in excess of 5*s.* 0*d.* a week. The rate for motherless children will be 10*s.* 0*d.* a week.

(*b*) Allowances of such amount as the Air Council may determine, not exceeding the rates laid down in (*a*), may also be granted to legitimated children, step-children, adopted children and illegitimate children provided that the following conditions are fulfilled:—

(i) For a legitimated child, the child shall have been legitimated by the marriage of the parents before the airman sustained the wound or injury or before he was removed from duty (*see* footnote to para. **3715B**) on account of the disease from which he died, or the child would, but for the legitimation, have qualified as an illegitimate child.

(ii) For a step-child, the mother shall have married the airman before he sustained the wound or injury or before he was removed from duty (*see* footnote to para. **3715B**) on account of the disease from which he died, and the child shall have been regularly maintained in whole or in part by the airman up to the date of any award or renewal of pension to him, or up to the date of his death.

(iii) For a legally adopted child, the child shall have been adopted by the airman before he sustained the wound or injury or before he was removed from duty (*see* footnote to para. **3715B**) on account of the disease from which he died, unless the child would, but for the adoption, have qualified for an allowance as a step-child or as an illegitimate child of the airman.

(iv) For an illegitimate child, the child shall have been born before, or within nine months after, the date on which the airman

* *See* A.M.O. A.571/43 for increased rates as from the first normal weekly pay day in February, 1942.

Digitized by Google

sustained the wound or injury, or the date on which he was removed from duty (*see* footnote to para. **3715B**) on account of the disease from which he died, and the child shall have been regularly maintained in whole or in part by the airman up to the date of any award or renewal of pension to him, or up to the date of his death, or shall have been the subject of an affiliation order in force against the airman at the date of his death.

3. These allowances will not, as a rule, be paid to, or in respect of, children over the age of sixteen. At the discretion of the Air Council, however, they may be granted, or continued, after that age if the child is an apprentice receiving not more than nominal wages, or is being educated at a secondary school, technical school or university.

4. They may also be granted or continued between the ages of 16 and 21 for a child incapable through mental or bodily infirmity of earning a living, provided the infirmity existed before the child attained the age of sixteen.

5. Children's allowances will not be issuable for any period during which the children are maintained in the R.N., the Army or the R.A.F.

3813. Allowances to Parents.—1. If an airman dies, leaving neither a widow nor a child eligible for compassionate allowance under para. **3812**, in circumstances which would have rendered his widow eligible for a pension under this section, his parent or parents may be granted an allowance on such conditions and at such rate (not exceeding 10*s*. 0*d*. per week if there is one parent, or 12*s*. 6*d*. per week if there are two) as the Air Council may decide, provided—

(*a*) that the parent or parents are in pecuniary need;

(*b*) that the father is deceased or incapable of self-support through age or infirmity.

2. An allowance granted to the two parents of an airman may, on the death of one of them, be continued to the survivor at such rate and on such conditions as the Air Council may decide.

3. A parent's allowance will cease on the re-marriage of the grantee.

3814. Allowances to Brothers and Sisters.—1. The brothers and sisters of an airman who died in circumstances which would have rendered his widow, had he been married, eligible for a pension under this section, may, collectively, be granted an allowance at such rate, not exceeding 10*s*. a week and not exceeding 5*s*. a week for any one brother or sister, as the Air Council may decide, provided—

(*a*) that the airman did not leave a widow, child, or parent;

(*b*) that the brothers and sisters were largely dependent on the airman at the time of his death; and

(*c*) that their pecuniary and other circumstances are such as in the opinion of the Air Council, would justify the grant.

2. Allowances granted to the brothers and sisters of airmen will be subject to the same age limits and rules as to continuance and cessation as those laid down in para. **3812** for the compassionate allowances to children, except that the special grant or extension provided for in clause 3 of that para. will not be admissible.

Digitized by Google

CHAPTER XLIV.

HALF-PAY, RETIRED PAY, PENSIONS AND NON-EFFECTIVE GRATUITIES—PAYMENT OF.

SECTION I.—OFFICERS AND MEMBERS OF THE NURSING SERVICE.

3834. Officers in Civil, Colonial or Foreign Employment.—1. The conditions under which an officer is permitted to accept civil employment of profit under any public department or to draw half-pay whilst holding such employment are set forth in Appendix XIII.

2. An officer in receipt of non-effective pay (as defined in Rule 1 (*b*) of Appendix XIII) shall not accept any civil employment of profit under any public department or any employment of profit under any dominion or colonial government, the Government of India or the government of any foreign state without the consent of the Air Council. (*See also* para. **3508.**)

3. The retired pay of an officer in military employment under a dominion or colonial government or the Government of India may be suspended at the discretion of the Air Council.

3835. Non-Effective Emoluments—Authority for Issue.—When an officer becomes eligible for half-pay or retired pay, the necessary authority is issued by the Air Ministry to H.M. Paymaster General, by whom payment is made. Payment of non-effective gratuity is normally made by the Air Ministry direct to the officer.

3836. Declarations to be Made.—Before any issue of half-pay or retired pay is made, the payee will be required to make a declaration in such form as may from time to time be prescribed. Copies of the appropriate form will be supplied by the Paymaster General, or by the person making payment on his behalf.

3837. Modes of Payment.—1. Payments are made quarterly in arrear, but monthly payments on account may be made to such officers as desire them.

2. An officer, on becoming entitled to any recurrent non-effective award, will receive from the Air Ministry a form on which to apply for payment. This form must be completed and forwarded to the Paymaster General, care being taken to state in the spaces provided the method by which the officer desires payment, and whether at monthly or quarterly intervals.

3. An officer who wishes to change the method by which he receives payment should signify his wishes to the Paymaster General.

3838. Widows and Dependent Relatives.—1. Pensions, gratuities and allowances to widows, children and dependent relatives of deceased officers will be awarded only after application has been made to the Air Ministry, and when awarded, will be paid by the Paymaster General on

Digitized by Google

receipt of the necessary authority from the Air Ministry and subject to the production of the prescribed declarations. Payment will be made in a manner similar to that provided in para. **3837**, except to or on behalf of children or the brothers and sisters of a deceased officer, when payment will be made quarterly in advance.

2. Each payment of educational allowance to officers' children will be specially authorised by the Air Ministry.

3839. Death of Payee.—When an officer in receipt of half-pay or retired pay, or a deceased officer's widow or dependent relative in receipt of a pension or allowance, dies, the person entitled to receive the money should apply to the Paymaster General for the payment of any arrears due to the date of death. The Paymaster General will require satisfactory evidence of the death and of the claimant's right to the money. Where, owing to the assets of the deceased not exceeding £100, there is no necessity for probate or letters of administration to be taken out, the fact will be stated in the application.

3840. Members of the Nursing Service.—Service and disability retired pay of members of the nursing service will be paid as laid down in paras. **3836** and **3837** for officers.

Section II.—Airmen.

3850. How Paid.—1. Subject to clause 5 below, pensions for warrant officers, 2nd class, and airmen of lower rank, and pensions, gratuities and allowances for their widows, children and dependent relatives, will be paid by the Air Ministry through the medium of the local post offices, weekly in advance.

2.*Subject to clause 5 below, pensions for sergeant majors, 1st class, or warrant officers, and pensions, gratuities and allowances for their widows, children and dependent relatives, will be issued by the Paymaster General in the manner prescribed for officers in para. **3837** to **3839**, except that, for service or disability pensions, widows' pensions and parents' allowances, the payee has the option of electing to be paid weekly in advance by the Air Ministry in the manner laid down in clause 1.

3. For pensioners residing abroad, payment will be made through the medium of air force accountant officers, where practicable; otherwise it will be made through colonial paying officers or consular officers, according to the country in which the payee is residing. Payment in these cases will continue to be made at the intervals stated in clauses 1 and 2, except that payment may be made monthly or quarterly in arrear instead of weekly in advance where the latter course is not convenient to the payee.

4. Disability gratuities to airmen will be issued from the Air Ministry.

* This provision will not apply to any sergeant major, 1st class, or warrant officer, whose service pension, or the service element of whose disability pension, is assessed under navy or army regulations. Payment in such cases will continue to be made quarterly in advance.

Digitized by Google

5. *At the discretion of the Air Council an advance of pension not exceeding 6 months may be made under certain conditions to airmen pensioners who are about to migrate from the British Islands with a view to permanent settlement in some part of the British Empire overseas. Such advances will be restricted to pensioners who have good prospects of bettering themselves and their families by so doing and who seem likely to be suitable settlers. Second advances will not, however, be made to returned pensioners who wish to migrate a second time. Applications should be addressed to the Under-Secretary of State, Air Ministry.

3851. Change of Country of Residence.—A pensioner should notify the Air Ministry before he proceeds abroad.

3852. Allotment of Pension.—1. A pensioner who wishes to allot his pension, or a portion thereof, in support of his family during his absence abroad for a limited period, must sign a request to that effect before he leaves.

2. An airman pensioner re-enlisted in the R.N., the Army or the R.M. and serving at home may allot his pension through official channels.

3853. Disposal of Balance of Pension on Death of Pensioner.—Any balance of pension that may be due on the death of a pensioner will be disposed of by the Air Ministry.

* Particulars of the openings which exist for men considering settlement overseas can be obtained without charge on application to the Oversea Settlements Department (Dominions Office, Caxton House, Tothill Street, S.W.1) or from the "Handbook for Men who are thinking of Settling Overseas" issued by that Department.

Digitized by Google

No.		Page.
I	Order in Council providing for the Membership, Duties and Business, &c., of the Air Council	1251
II	*Deleted.*	
III	Public Records—Schedules of certain classes of documents prepared as required by the Public Record Office Act, 1877	1253
IV	Memorandum of Arrangements between the Air Ministry and the Railway Companies of Great Britain in respect of Claims for Damage to, and Deficiencies in Quantity of, Goods Conveyed to, from, or on behalf of the Air Ministry	1261
V	Memorandum of Arrangement between the India Office and the Air Ministry governing the allocation of the Pay and Allowances and Transportation of R.A.F. personnel provided for the Indian Establishment ..	1262
VI	Procedure and Financial Powers in Relation to Losses and Compensation	1266
VII	Firearms Act, 1937—Board of Trade Regulations ..	1277
VIII	*Deleted.*	
IX	Form of Claim for Diving Pay	1281
X	Equivalent ranks in the Royal Naval Air Service, Royal Flying Corps and R.A.F.	1282
XI and XII	*Deleted.*	
XIII	Conditions of Service, Pay, &c., of Officers in Civil Employment	1283
XIV	*Deleted.*	
XV	Trades Transferred or Declared Obsolete or Obsolescent ..	1286
XVI	Commutation of Airmen's Pensions	1293
XVII and XVIIA	*Deleted.*	
XVIII	Regulations respecting Foreign Orders and Medals applicable to persons in the service of the Crown ..	1295
XIX and XX	*Deleted.*	
XXI	Distinguishing Flags of Non-Naval Authorities Afloat ..	1298

Digitized by Google

No.		Page.
XXII	Competitive Examination for the Selection of Officers for Specialization	1300
XXIII	Forms of Indemnity to be used in connection with the Grant of Passenger Flights in Service Aircraft to certain Non-Entitled Persons	1303
XXIV	Position and Duties of the Financial Adviser and Chief Auditor in R.A.F. Commands..	1305
XXV	Statement on Prolongation of Engagement	1306
XXVI	Schedule IV to the Air Navigation (Consolidation) Order, 1923	1307
XXVII	Extract from Schedule VII to the Air Navigation (Consolidation) Order, 1923	1328
XXVIII	Acceptance of Business Appointments by Officers of Crown Services	1329
XXIX	Air Efficiency Award—Royal Warrant and further Regulations	1332

Digitized by Google

APPENDIX I.

ORDER IN COUNCIL PROVIDING FOR THE MEMBERSHIP, DUTIES AND BUSINESS, ETC. OF THE AIR COUNCIL.

At the Court at Buckingham Palace, the 5th day of August, 1941

PRESENT

The King's Most Excellent Majesty in Council.

Whereas by section 8 of the Air Force (Constitution) Act, 1917 (a), it is enacted that:—

(1) for the purpose of the administration of matters relating to the Air Force and to the defence of the realm by air there shall be established an Air Council consisting of one of His Majesty's Principal Secretaries of State, who shall be President of the Air Council, and of other members who shall be appointed in such manner and subject to such provisions as His Majesty may, by Order in Council, direct.

(2) His Majesty may, by Order in Council, make provision with respect to the proceedings of the Air Council and the manner in which the business of the Council is to be distributed among the members thereof:

And whereas His Majesty, by Order in Council dated the 26th day of June, 1940 (b), made provision with respect to the constitution of the Air Council and the manner of the appointment of the members thereof:

And whereas by section 14 of the Air Force (Constitution) Act, 1917, Orders in Council made under that Act may be varied and revoked by subsequent Orders in Council:

And whereas it is expedient to make provision for the re-constitution of the Air Council:

Now, therefore, His Majesty is pleased, by and with the advice of His Privy Council, to order, and it is hereby ordered, as follows:—

1. The Air Council shall consist of the following members, that is to say:—

One of His Majesty's Principal Secretaries of State who shall be President of the Air Council.
The Parliamentary Under-Secretaries of State for Air.
The Chief of the Air Staff.
The Air Member for Personnel.
The Air Member for Supply and Organisation.
The Air Member for Training.
The Permanent Under-Secretary of State for Air.

(a) 7 & 8 Geo. 5. c. 31. (b) S.R. & O. 1940 (No. 1093).

Digitized by Google

2. Of the members of the Air Council (other than the President) the Chief of the Air Staff shall be appointed by His Majesty and the other members shall be appointed by the Secretary of State.

3. There may be included in the Air Council such additional members (if any), not exceeding four, as may be appointed by the Secretary of State.

4. The Secretary of State is to be responsible to His Majesty and Parliament for all the business of the Air Council.

All business, other than business which the Secretary of State specially reserves to himself, is to be transacted in the following principal divisions:—

(*a*) The Parliamentary Under-Secretaries of State for Air (one of whom shall be appointed by the Secretary of State to be Vice-President of the Air Council) to be responsible to the Secretary of State for so much of the business of the Air Council as may be assigned to them, or either of them, from time to time by the Secretary of State.

(*b*) The Chief of the Air Staff, who shall be the first and Senior Air Member of Council and principal adviser of the Secretary of State in the direction of the Air Force, the Air Member for Personnel, the Air Member for Supply and Organisation and the Air Member for Training, to be responsible to the Secretary of State for the administration of so much of the business of the Air Council relating to the command, disposition, organisation, personnel, training, equipment, armament and maintenance of the Air Force as may be assigned to them, or each of them, from time to time by the Secretary of State.

(*c*) The Permanent Under-Secretary of State for Air, in relation to the Air Council and concurrently with his corresponding duties in respect of the general business of the Air Ministry, to be responsible for such duties discharged by the Air Council as are not assigned to other members of Council; for financial advice and, as Accounting Officer, for the control of all expenditure; for the general conduct of correspondence, the direction of the organisation and the co-ordination and furtherance of the business of the Air Council; and also to be designated Secretary of the Air Council and as such charged with the preparation of all official communications of the Council.

5. Subject to the foregoing provisions, the powers and duties of the Air Council may be exercised and performed by any two of their number and notwithstanding that any office, the holder of which is a member of the Air Council, is temporarily vacant.

6. This Order in Council shall be substituted for the Order in Council dated the 26th day of June, 1940.

Rupert B. Howorth.

Digitized by Google

APPENDIX II.

Deleted.

APPENDIX III. Section I.

(Referred to in para. **2199.**)

[*As required by the Public Record Office Act, 1877, Section One, this Schedule has been submitted to both Houses of Parliament for a period of not less than four weeks beginning the 23rd October,* 1919.]

Approved: C. SWINFEN EADY, M.R.
WINSTON S. CHURCHILL.

PUBLIC RECORDS.

AIR MINISTRY.

FIRST SCHEDULE
containing
A LIST OF PARTICULARS

of certain classes of Documents existing or accruing in the Office of His Majesty's Principal Secretary of State for Air which are not of sufficient public value to justify their preservation in the Public Record Office.

Prepared as required by the Public Record Office Act, 1877, Section One, and the Public Record Office Act, 1898, Section One, and in accordance with Rules made pursuant thereto, approved by Orders in Council dated respectively the Thirtieth day of June, 1890, and the Nineteenth day of November, 1918.

Note.—A note which relates solely to AIR MINISTRY documents has been deleted.

LIST AND PARTICULARS OF CLASSES OF DOCUMENTS WHICH IT IS PROPOSED TO DESTROY FORTHWITH OR ON THE EXPIRATION OF SUCH PERIOD AS THE OFFICER COMMANDING THE UNIT SHALL DETERMINE.*

Note.—Of the eight classes enumerated below, the first three relate to documents in the possession both of the Air Ministry and of units of the Air Force; the latter five relate only to documents in the possession of units of the Air Force.

1. Duplicates and copies of documents filed elsewhere.†

(This classs comprises paper index slips subsequently copied on card indexes; carbons of Out Letters, of which a copy will be preserved in the registered file; copies of minutes and decisions, &c., &c.)

* Documents under these categories should be retained for a minimum period of one year.

† With the exception of pay ledgers (*see* para. **2813**) and squadron diaries or records of flights, which will be preserved.

Digitized by Google

2. Branch Records.

(1) Unregistered memoranda of a routine or temporary nature. (*A note relative to Air Ministry unregistered memoranda has been deleted.*)

(2) Branch Transit and other Indexes.
(These have been compiled solely for the temporary convenience of individual branches, and all papers of any importance are fully indexed in the Registry.)

(3) Notations of decisions.
(The decisions are recorded elsewhere, and notations are made in the branches concerned for their temporary guidance.)

3. Correspondence and Papers of a routine or ephemeral character.

(1) Covering letters and acknowledgments.

(2) Letters fixing appointments or reporting arrivals and departures.
(Information as to movements of individuals will be preserved elsewhere in a more accessible form.)

(3) Requests for information or literature.

(4) Unsuccessful applications for employment.

(5) Suggestions and resolutions which do not call for departmental action.
(These include a large number of suggestions as to mechanical improvements and other inventions; any which appear to be at all likely to be of any service are registered and are excluded from the operation of the present schedule.)

(6) Departmental Requisitions for registered papers, furniture, stationery, repairs, &c.

(7) Rough Drafts, working sheets and similar documents.
(In all cases the completed documents or results have been printed or will be preserved.)

4. Orders, Returns, &c., not called for by any higher formation.*
(These have been established from time to time to meet contingencies connected solely with the domestic organisation of a unit.)

5. Returns, the originals of which have been forwarded to higher formations.

6. Statements of Personnel and Equipment, provided that the information is known to be in the possession of the next higher formation in an accessible form.

7. Routine documents of an administrative nature connected with the daily duties of the unit, e.g. Parade States, Guard Reports, Morning Sick Reports, &c.
(Reports which are not entirely normal in character will be preserved.)

---

* 1. The Fifth Air Ministry Schedule empowers the destruction of Daily Routine Orders, Part II, and Casualty Forms existing in units at the expiration of ONE YEAR.

2. Daily routine, Part I, operational or standing orders are excluded and must be preserved.

Digitized by Google

8. Signals of an unimportant and temporary character, on which no personal or financial question can arise.

(This class includes reports of arrivals or departure of personnel or machines on routine or test flights; despatch and receipt of stores, &c.)

Settled as above:—

H. C. MAXWELL-LYTE,
R. A. ROBERTS,
HUBERT HALL,
CHARLES JOHNSON,
C. T. FLOWER.
} *Inspecting Officers of the Public Record Office.*

H. W. W. MCANALLY, *For the Air Ministry.*

20th August, 1919.

SECTION II.

(Referred to in para. **2199.**)

[*As required by the Public Record Office Act*, 1877, *Section One, this Schedule has been submitted to both Houses of Parliament for a period of not less than four weeks beginning the* 31*st of March*, 1925.]

Approved: ERNEST M. POLLOCK, M.R.
PHILIP SASSOON.

PUBLIC RECORDS.

AIR MINISTRY.

THIRD SCHEDULE
containing
A LIST AND PARTICULARS

Of certain classes of Documents existing or accruing in Units and Formations of the Royal Air Force, or transferred thence to the Air Ministry, which are not of sufficient public value to justify their preservation in the Public Record Office.

Prepared as required by the Public Record Office Act, 1877, Section One, and in accordance with Rules made pursuant thereto approved by Orders in Council dated respectively the Thirtieth day of June, 1890, and the Nineteenth day of November, 1918.

Note.—This schedule is supplementary to the First Air Ministry Schedule of 20 August, 1919. No documents will be destroyed under it without individual examination by competent officers.

Digitized by Google

Description.	Period after which Documents may be destroyed.
I.—DOCUMENTS EXISTING OR ACCRUING IN R.A.F. UNITS GENERALLY.	
1. Correspondence (including telegrams) of a minor or routine nature concerning Postings, Stores, Messing, &c. [This is chiefly inter-unit correspondence.]	Three years.
2. Correspondence of temporary importance only ..	Ten years.
3. Registers kept in connexion with Correspondence, Stores, Carriage, Attendance and the like. [These registers are of temporary value only.]	Three years.
4. Returns of a minor nature, forwarded from lower to higher formations. [Other classes of unimportant returns are fully covered by the First Air Ministry Schedule.]	Three years.
5. Ledgers and Tally Cards used in connexion with Store Accountancy.	One year* after audit.
6. (*a*) Account Books, Cheque Books, Returned Cheques, Pass-Books.	Six years† after audit.
(*b*) Paying-in Slips, &c.	One year.
7. Discrepancy Reports in connexion with consignments of Stores. [All discrepancies have to be cleared before the accounts can be passed.]	One year* after audit.
8. Stores Vouchers and Invoices	One year* after audit.
9. Carrier's, Shipping and Convoy Notes; Bills of Lading; Railway Warrants and Counterfoils. [Copies of these documents supporting claims by Railway or Steamship Companies will be retained in the Air Ministry for such period as will meet the requirements of the Statute of Limitations.]	Three years.
10. " Handing-over " and " Taking-over " Certificates ..	Six years.
11. Dispersal Certificates and other Demobilization forms. [The main facts are stated in Records of Services, which will be preserved.]	Ten years.

* Documents under these categories should be retained for a minimum period of three years (four years in the case of Maintenance Units).

† As regards airmen's pay ledgers and supporting vouchers *see* para. 2813.

Digitized by Google

Description.	Period after which Documents may be destroyed.
I.—DOCUMENTS EXISTING OR ACCRUING IN R.A.F. UNITS GENERALLY—*continued.*	
12. Log Books in connexion with Signals and Mechanical Transport Vehicles.* [Log books of Marine Craft, Aircraft and Engines, including Engine History Sheets and Aircraft Record Cards, and Daily Work and Station Log Books will be preserved.]	One year.
13. Reports of Courts of Enquiry as to Accidents .. [Reports as to accidents involving injury to R.A.F. personnel which occurred prior to 12 November, 1918, will be retained until 1929, if it is found that copies (or the originals) are not in the possession of the Air Ministry or the R.A.F. Record Office.]	Three years.
14. Reports of Courts of Enquiry as to Thefts, Losses, Fires, &c. [Reports on important points are forwarded to the Air Ministry.]	Two years.
15. Reports of Boards of Audit, Survey on Stores and Stocktaking. [All important matters will have been referred to the Air Ministry.]	One year† after audit.
16. Recommendations for Honours, Awards, Promotions and Appointments.	Five years.
17. Personal Papers of officers and cadets, excepting members of the Royal Air Force in Canada. [The Air Ministry records are complete with the exception specified above.]	Five years.
18. Medical Examination Reports on candidates for commissions:—	
(*a*) Accepted candidates	Forty years.
(*b*) Rejected candidates	Three years.
19. Nominal Rolls of temporary importance .. .. [Nominal Rolls of Units and others giving important information will be preserved.]	One year.

* *See* para. **1985.**

† Documents under this category should be retained for a minimum period of three years (four years in the case of Maintenance Units).

Digitized by Google

Description.	Period after which Documents may be destroyed.
II.—DOCUMENTS EXISTING OR ACCRUING IN THE R.A.F. RECORD OFFICE.	
Note.—A Ledger Sheet is maintained which gives the full details of the airman's service, particulars of marriages, and births of children, medical history, trade particulars, &c.; and it is proposed that this Ledger Sheet shall be permanently preserved. It is considered that this record will be sufficient to deal with all future enquiries. For the purpose of this Schedule the term "becomes non-effective" should be deemed to be the date on which an airman is taken off the strength of the Royal Air Force, or R.A.F. Reserve, whichever is the later.	
20. Attestation papers of airmen and main documents filed therewith, in the case of—	
(*a*) Accepted recruits	Fifteen years after the airman becomes non-effective.
(*b*) Rejected recruits	Three years
[These documents comprise:— (i) Attestation papers. (ii) Medical examinations of recruits, interrogatory forms. (iii) Birth Certificates. (iv) Proceedings of Courts of Enquiry. (v) Records of previous service. (vi) Re-engagement and Extension of Service papers. (vii) Statutory declarations as to correct name or change of name. (viii) Confession of desertion or fraudulent enlistment and, if trial is dispensed with, the order made to that effect. (ix) Records of declarations of Courts of Enquiry held to investigate the illegal absence of airmen. (x) Reports on accidents. (xi) Statements as to disability. (xii) Agreements to serve overseas.]	

Digitized by Google

Description.	Period after which Documents may be destroyed.
II.—DOCUMENTS EXISTING OR ACCRUING IN THE R.A.F. RECORD OFFICE—*continued.*	
21. Subsidiary documents filed with the attestation papers, in the case of—	
(*a*) Accepted recruits	Five years after the airman becomes non-effective.
(*b*) Rejected recruits .. .. [These comprise:— (i) Parents' Consent Papers. (ii) Declaration by recruits enlisted for training in trades. (iii) Maintenance Orders .. .. .. (iv) Certificates completed by recruits .. (v) Certificates of trade proficiency on enlistment.]	Three years.
22. Service Documents of airmen:—	
(*a*) Certificates of Service	Fifteen years after the airman becomes non-effective.
(*b*) Miscellaneous Record Sheets	Ditto.
(*c*) Trade Index Cards	Ditto.
(*d*) Medical History Envelopes and documents filed therewith, viz., Medical Reports, Airman's own statement and Medical Board Reports.	Ditto.
23. Conduct Sheets	Fifteen years after the airman becomes non-effective.
24. Technical Qualification forms:—	
(*a*) Results of courses of instruction and examinations.	Five years after the airman becomes non-effective.
(*b*) Certificates of passing out	Ditto.
(*c*) Choice of Trade	Ditto.
(*d*) Character and Trade Proficiency	Ditto.
(*e*) Technical History Sheets	Ditto.

Digitized by Google

Description.	Period after which Documents may be destroyed.
II.—DOCUMENTS EXISTING OR ACCRUING IN THE R.A.F. RECORD OFFICE—*continued.*	
25. Reference, Conduct Forms, &c.:—	
(*a*) Official references	Five years after the airman becomes non-effective.
(*b*) Employment Sheets	Ditto.
(*c*) Character Statements	Ditto.
(*d*) Award and Restoration of Good Conduct Badges.	Two years.
(*e*) Offence Reports	Ditto
26. Reservists' Forms:—	
(*a*) Certificates of Identity	Five years after the airman becomes non-effective.
(*b*) Descriptive Returns	Ditto.
(*c*) Address Cards..	One year.
(*d*) Periodical Life Certificates	Ditto.
27. Receipts of:— ..	
(*a*) British War, Victory, or other medals ..	Seven years.
(*b*) Silver War Badge	Ditto.
(*c*) King's Certificate on Discharge	Ditto
(*d*) Discharge documents	Five years after the airman becomes non-effective.
28. Movements:—	
(*a*) Draft Notes	One year.
(*b*) Notices to join unit	Five years.
(*c*) Posting agreements	Ditto.
29. Minor Medical Papers:—	
(*a*) Notifications of Ministry of Pensions Award	One year.
(*b*) Reports to War Pensions Committee ..	Ditto.
30. Envelopes for Airmen's Wills	One year after extraction of will.

Digitized by Google

Description.	Period after which Documents may be destroyed.
II.—DOCUMENTS EXISTING OR ACCRUING IN THE R.A.F. RECORD OFFICE—*continued.*	
31. National Health Insurance Records Cards	One year after airman becomes non-effective.
32. Particulars of Births and Marriages	One year after airman becomes non-effective.

Settled as above:—

H. C. MAXWELL-LYTE,
R. C. FOWLER,
M. S. GIUSEPPI,
CHARLES JOHNSON,
C. T. FLOWER,
} *Inspecting Officers of the Public Record Office.*

H. W. W. MCANALLY, *For the Air Ministry.*

21 March, 1925.

APPENDIX IV.

MEMORANDUM OF ARRANGEMENTS BETWEEN THE AIR MINISTRY AND THE RAILWAY COMPANIES OF GREAT BRITAIN IN RESPECT OF CLAIMS FOR DAMAGE TO, AND DEFICIENCIES IN QUANTITY OF, GOODS CONVEYED TO, FROM, OR ON BEHALF OF THE AIR MINISTRY.

(Referred to in para. **2466.**)

1. All claims shall be subject to the conditions of the railway companies standard forms of consignment note applicable to the traffic carried at the rate charged.

2. Any claims which may be submitted on traffic conveyed at owner's risk shall be dealt with on merits, and such as may be entertained shall be subject to the terms of settlement contained in this arrangement.

Digitized by Google

3. Claims for damage or loss which cannot be definitely located to be dealt with on merits, irrespective of amounts.

4. Claims for damage or loss which cannot be cleared up or definitely located, to be apportioned as follows:—

Air Ministry to bear 50 per cent. of the net loss.
Railway companies to bear 50 per cent. of the net loss.

5. The Air Ministry and the railway companies to co-operate to discover causes of deficiencies and damages, to clear up discrepancies, and, generally, to prevent claims.

Notes.—(i) Traffic passing from private siding to private siding,
,, ,, ,, ,, ,, station,
,, ,, ,, station to private siding,
,, ,, ,, ,, station,
,, loaded by sender, unloaded by consignee,
,, ,, ,, ,, ,, company,
,, ,, company ,, ,, consignee,
is included in this agreement.

(ii) If the inquiries made fail to find the missing goods, or to determinate beyond doubt to the satisfaction of both parties where the loss took place, or who are responsible for the damage done, such loss or damage is to be regarded as not located.

(iii) Claims on traffic passing in through wagons from station to station are to be dealt with on the same lines as claims on traffic passing from private siding to private siding.

(iv) When traffic is loaded and/or unloaded at a railway station the railway companies will, whenever practicable, check goods where loaded into and/or unloaded from the railway wagons.

APPENDIX V.

MEMORANDUM OF ARRANGEMENT BETWEEN THE INDIA OFFICE AND THE AIR MINISTRY GOVERNING THE ALLOCATION OF THE PAY AND ALLOWANCES AND TRANSPORTATION OF R.A.F. PERSONNEL PROVIDED FOR THE INDIAN ESTABLISHMENT.

[*Revised April*, 1934.]

(Referred to in para. **2964.**)

HEAD I.—PAY AND ALLOWANCES.

(a) *Officers.*

1. Subject to the exceptions specified below, the pay and allowances of an officer ordered to India are chargeable to Indian revenues—

(*a*) during the period of the journey to India from the date of sailing of the ship in which he embarks, unless he proceeds overland, in which case he will be held to have come into Indian payment either seven days before the date of sailing of the vessel from the continental port at which he embarks, or, if this is later, on the day following that on which duty is last performed on the Imperial Establishment;

Digitized by Google

(*b*) during service in India, including periods of leave from India;

(*c*) upon leaving India, during the voyage period and any subsequent period of leave granted under Indian regulations, provided that in no case will Indian revenues be liable beyond the day prior to the date on which the officer assumes duty on the Imperial Establishment.

2. Should an officer revert to half-pay upon termination of his Indian appointment or be placed on half-pay whilst serving on the Indian Establishment, such half-pay is chargeable to Imperial revenues from the date on which he ceases to be entitled to full pay.

3. Where an entire unit proceeds to or from India in consequence of an increase or decrease in the Indian Establishment, the liability of the Indian Government will be subject to special arrangements, dependent upon the need for replacement, withdrawal or absorption of personnel arising out of the requirements of the Indian Government.

4. The pay and allowances of an officer undergoing any of the courses of instruction comprised in the standard training of a R.A.F. officer are not chargeable to Indian funds, being covered by the contribution for home effective services. Should the officer be recalled from India for the purpose, the Government of India will remain liable for his pay to the extent covered by para. 1 (*b*) and (*c*) above. In the event of an officer being detailed by the Indian Government to undergo a special course of instruction, his pay and allowances will, in the absence of special agreement to the contrary, remain chargeable to the Indian Government

5. The Indian Government will accept the postings of officers to and from India as arranged by the Air Ministry, and will bear the cost of voyage pay, &c., thereby involved.

6. The pay and allowances of an officer who, on or before return to the United Kingdom or other country on transfer from the Indian Establishment or during leave granted by the Government of India, is granted sick leave, will continue to be chargeable to the Indian Government until such date as he is passed medically fit for full service and during any period of leave granted under Indian rules after he has been so passed fit; or until the date on which he is actually employed on the Imperial Establishment, is transferred to half-pay, or is retired from the service, should any of those three events previously occur. If, however, any such officers, by reason of sickness directly attributable to conditions of service, are continued on full pay after transfer to the reserve, the pay issued will be chargeable to the Indian Government.

7. The outfit allowances to officers on first joining, including camp kit allowances, will be chargeable to Imperial funds, the proportion payable by India being covered by the home effective contribution. The outfit allowances of officers promoted from the ranks will be borne by the Government on whose establishment they are serving at the date of promotion.

8. No claim will be made by either Government on account of any excess of establishment that may be caused by carrying these arrangements into effect.

Digitized by Google

(b) *Airmen.*

9. Subject to the exceptions specified below, the pay and allowances of airmen are chargeable to the Indian Government under the conditions applicable to officers in paras. 1, 3 and 5 above. The liability of that Government as regards pay for homeward voyages is discharged by the credit in the individual account of pay for the appropriate voyage period as standardised by agreement for the time being.

10. The pay and allowances of airmen undergoing courses of instruction are chargeable to Imperial or Indian funds under the conditions applicable to officers in para. 4 above.

11. The pay and allowances of airmen who, on return from India, are granted furlough in respect of service in India will be chargeable to Imperial revenues to the date of the expiration of such leave, adjustment of Indian liability being effected by means of the home effective contribution.

12. The Indian Government will be liable for the pay and allowances of men who are granted sick leave on or before return from India to the United Kingdom or other countries on transfer from the Indian Establishment or during leave granted under Indian rules, until they are found fit for full service on the Imperial Establishment, are actually re-employed, or are discharged from the service or transferred to the Reserve. This liability will be adjusted by means of the contribution for home effective services.

13. The apportionment between British and Indian revenues of the charge in respect of discharge gratuities and of unemployment insurance contributions will be fixed from time to time according to the proportion between the numbers of the two establishments.

14. Discharge purchase money, the effects and credits of deserters, fines levied on persons purchasing airmen's necessaries, and fines for drunkenness realised from men on the Indian Establishment, will be credited to Indian revenues.

The debtor balances of airmen who proceed to India or are transferred from the Indian to the Home Establishment for further service are recoverable, in full, from Indian or Imperial revenues respectively. In the event of its being impossible to recover the whole of the debtor balance during an airman's subsequent service, a sum, equal to the lowest debtor balance reached during such subsequent service, will be recoverable from Imperial or Indian funds as the case may be. After the pay account of an airman has been closed and his last pay certificate rendered no sum of less than sixpence thereafter found to be due to or from him will be made the subject of adjustment, unless it is due to the airman and he makes application for its payment.

15. In the event of men re-enlisting into the R.A.F., the refund of the prescribed proportion of the discharge purchase money will be borne by the Government which originally received such money.

(c) *R.A.F. personnel loaned from the Indian Government to the Imperial Government.*

16. When a unit is lent by the Indian Government for Imperial service the pay and allowances of officers and men so lent are chargeable to Imperial funds from the date of sailing from India to the day preceding

Digitized by Google

that of the arrival in port of the ship in which they return. The Indian Government will remain liable up to the limits given in paras. 1 (*b*) and 6 for the pay of officers on leave from the unit or on sick leave (at date of sailing), and for the pay of all airmen left behind for whatever cause. The pay and allowances of officers and men during leave granted in respect of Imperial service will be chargeable to Imperial revenues.

17. The pay and allowances of an officer whilst similarly lent are chargeable to Imperial funds, and continue to be so chargeable until the day preceding the arrival in port of the vessel upon which he returns to India.

Pay and allowances during leave granted in respect of Imperial service are chargeable to Imperial funds; pay and allowances during leave granted in respect of Indian service are chargeable to Indian funds.

Pay during sick leave granted on or before return to India or subsequently within the period of any leave granted in respect of Imperial service will be chargeable to Imperial funds.

18. In the event of the death of an officer while lent for Imperial service, any extra expenditure which thereby becomes chargeable to the public is borne by Imperial funds; but after an officer has once been passed fit for duty on termination of such service, no claim on account of death or sickness subsequently occurring will be made against the Imperial Government.

HEAD II.—TRANSPORTATION OF PERSONNEL.

19. Subject to the qualifications hereafter specified, Indian revenues are liable for the whole of the transportation expenses of any R.A.F. personnel proceeding to or departing from India at the public expense in connection with the maintenance and relief of the Indian Establishment of the R.A.F. The expression "maintenance and relief" will include not only the transportation of drafts and units, but all cases in which an officer or airman is normally entitled to a passage at the public expense.

20. In the case of such personnel proceeding from or arriving in Great Britain and Ireland, any transportation expenses in connection with journeys within Great Britain and Ireland will not be the subject of a separate charge against Indian revenues, but will be included in the contribution for home effective services.

21. The transportation expenses within other countries from or to which any of the personnel referred to in para. 19 are posted will also be included in the contribution for home effective services.

22. In all cases referred to in paras. 19 to 21 the Indian Government will be liable for the expenses of transportation within the Indian Empire.

23. When units or personnel on the Indian Establishment are loaned at the request of the Air Ministry for Imperial service outside India, the cost of transportation between stations in India and the stations to which they are posted for Imperial service will be borne by Imperial funds.

24. The Government which is liable for the transportation expenses of personnel is also liable for the regulated transportation expenses of the families and servants of such personnel.

Digitized by Google

General.

25. Special cases which appear not to come within the above provisions will be subject to special arrangements.

APPENDIX VI.

PROCEDURE AND FINANCIAL POWERS IN RELATION TO LOSSES AND COMPENSATION.

1. Definitions.—For the purpose of this appendix—

(*a*) "Stores" includes R.A.F. equipment, medical, works and meteorological stores, clothing, stationery and publications;

(*b*) "Supplies" includes foodstuffs and forage;

(*c*) "Medical stores" includes surgical and dental stores;

(*d*) "Cash" losses include the non-recovery of amounts due in respect of—

(i) over-issues of rations;

(ii) other over-issues of allowances in kind the value of which is recoverable from the recipient;

(iii) issues on repayment;

(iv) any other services for which cash is due to the public under regulations or agreements.

Officers dealing with losses will bear this in mind in view of the differing monetary limits for the write-off of cash and stores losses and the fact that cash losses must invariably be referred to command headquarters for write-off action.

(*e*) "Loss" and "losses" include damage which falls to be dealt with by write-off action.

1A. Damage to Stores and Supplies.—Damage to stores or supplies (excluding damage resulting from flying accidents*) will not be dealt with as a loss necessitating write-off action unless—

(*a*) the stores or supplies are totally destroyed or damaged beyond economical repair; or

(*b*) the damage is due to deterioration arising from causes within the control of any person responsible for the custody of the stores or supplies (*see* para. **14**); or

(*c*) the stores or supplies were damaged while held outside the R.A.F., e.g. by a contractor; or

(*d*) the damage falls to be dealt with under the procedure for barrack damages.

---

* *See* para. **16** in regard to damage resulting from flying accidents.

Digitized by Google

1B. Damage to Buildings, etc.—(*a*) Damage to buildings or other property for the maintenance of which the Director-General of Works is responsible will not be dealt with as a loss necessitating write-off action unless—

(i) the property is totally destroyed or damaged beyond economical repair; or

(ii) the damage comes within the definition of barrack damages in Section 138 (4A), Air Force Act.

(*b*) The loss arising when property is totally destroyed or damaged beyond economical repair will be treated as a loss of stores except when it comes within the definition of barrack damages in Section 138 (4A), Air Force Act.

2. Reference to Higher Authority.—(*a*) All losses and claims for compensation which are beyond the powers laid down for local settlement will be submitted to the Air Ministry. Full particulars will be given in each instance and two copies of the proceedings of any court of inquiry or other report of investigation will be forwarded (*see* para. **1332,** clause 7). A brief statement of the case prepared by the Financial Adviser, where one has been appointed, will also be forwarded.

(*b*) When a command is under the administrative control of a higher command, the former will submit direct to the Air Ministry losses and claims for compensation which are beyond the powers delegated by the Air Ministry to the latter but a copy of each submission to the Air Ministry will be sent to the higher command for information.

(*c*) Losses which are not dealt with under paras. **6** to **9** will be referred to command headquarters.

3. Concurrence of Financial Advisers.—In a command to which a Financial Adviser has been appointed, the exercise of financial powers, if beyond the limits of the powers laid down for a command to which a Financial Adviser has not been appointed, is subject to the prior concurrence of the Financial Adviser. If the Financial Adviser is unable to concur in the action proposed, the A.O.C. will refer the matter to the Air Ministry, and the Financial Adviser's report on the question will be sent direct to the Accounting Officer, Air Ministry, the local correspondence being attached.

4. Delegation of Powers.—Except as expressly provided in this appendix, powers of write-off may not be delegated.

5. Powers of an A.O.C. a Command.—(*a*) The monetary limits within which an A.O.C. a command may authorise the write-off of losses or the payment of compensation are set out in Table A, but any case involving an important question of principle, or presenting unusual features, will be referred to the Air Ministry, irrespective of the amount involved.

(*b*) An officer below air rank commanding an independent formation may not exercise any powers of write-off unless authority has been expressly granted to him by the Air Ministry. These powers will then be subject to such restrictions as may be laid down by the Air Ministry.

(*c*) The powers of write-off of an A.O.C. a command may be exercised on his behalf by the officer in charge of administration at command

Digitized by Google

headquarters. During the absence of the officer in charge of administration, the power to approve the write-off of losses coming under Section II, III or IV of Table A may be delegated as follows:—

(i) Losses of stores (except medical stores) and supplies up to £25 in value in any one case—to the senior officer of the equipment staff, subject to the prior agreement of the command accountant in each case;

(ii) Losses other than of stores or supplies, within the limits of authority exercised by the officer in charge of administration but not exceeding £25 in any one case—to the senior officer of the branch most closely concerned in the particular circumstances, subject to the prior agreement of the command accountant in each case. The command accountant will not approve the write-off of any loss which arises from an error for which the accountant staff at command headquarters is directly responsible; any such cases will be submitted to the A.O.C. in the absence of the officer in charge of administration.

Cases other than those coming under (i) and (ii) will, during the absence of the officer in charge of administration, be dealt with by the A.O.C. Where there is not an officer in charge of administration on the establishment, the A.O.C. may at any time delegate his write-off powers to the extent specified in (i) and (ii).

(*d*) Authority to write-off losses of medical stores coming under Section III (*a*) or (*b*) of Table A, not exceeding £10 in value in any one case, may, at the discretion of an A.O.C. a command, be delegated by him to the P.M.O. The exercise of this power is subject to the prior agreement of the command accountant being recorded in each case in which the amount of the loss exceeds £1. (In commands to which a Financial Adviser has been appointed the advice of the Financial Adviser should be sought in any case presenting unusual features.)

6. Powers of a Group Commander.—Provided that, under the approved organisation, a group commander already has authority to deal with all other aspects of a case referred to group headquarters, in which write-off is involved, he may authorise the write-off of a loss coming under Section III, (*a*) or (*b*), or IV of Table A as follows:—

(*a*) Stores (except medical stores) and supplies held on charge at a station under his command.	Not exceeding £25 in value in any one case.
(*b*) Barrack damages within the definition in Section 138 (4A), Air Force Act.	Not exceeding £25 in value on any one occasion.

It will be a condition of the exercise of this power that there shall be prior consultation with the senior officer of the equipment or the accountant staff at command headquarters, as appropriate, when features are involved which require such specialist consideration.

7. Powers of a Station Commander.—(*a*) An A.O.C. a command or the officer in charge of administration at command headquarters may delegate to the C.O. of a station, other than a station without normal staff for station administration, the power to authorise the write-off of losses coming under Section III, (*a*) or (*b*), or IV of Table A as follows:—

Digitized by Google

(i) Stores (except medical stores) and supplies held on charge at the station.	Not exceeding £10 in value in any one case.
(ii) Barrack damages within the definition in Section 138 (4A), Air Force Act.	Not exceeding £10 in value on any one occasion.

It will be a condition of the exercise of this power that the station accountant officer shall record his opinion on each case before the decision of the station commander is given, and that the losses book maintained in accordance with para. **19** shall be inspected periodically by the command accountant.

(*b*) The C.O. of a station to whom the power referred to in (*a*) has not been delegated may authorise the write-off of losses coming under Section III, (*a*) or (*b*), or IV of Table A as follows:—

(i) Stores (except medical stores) and supplies held on charge at the station.	Not exceeding £1 in value in any one case.
(ii) Barrack damages within the definition in Section 138 (4A), Air Force Act.	Not exceeding £1 in value on any one occasion.

(*c*) The C.O. of a station may authorise the write-off of losses in consignments of stores and supplies despatched to other units, if otherwise within his powers under sub-para. (*a*) or (*b*), up to the value of £1 in any one consignment, provided that any necessary action under paras. **2466, 2466A** and **2494** has been taken.

(*d*) The C.Os. of certain units specified in Chapter 40 of A.P. 830 (Vol. I) may, subject to the conditions of that chapter, authorise the write-off of losses in consignments of stores and supplies (i) despatched to or received from other units, or (ii) returned from contractors after issue on loan, up to the value of £1 in any one consignment.

8. Hospitals.—The C.O. of an air force hospital may, in respect of medical stores held on charge at the hospital, authorise the write-off of losses coming under Section III (*a*) or (*b*) of Table A, not exceeding £1 in value in any one case.

9. Works Units.—(*a*) An A.O.C. a command may exercise his powers, as defined herein, with reference to losses sustained by works units within his command.

(*b*) A chief engineer, superintending engineer or principal works officer in charge of a works accounting unit may, in respect of stores held by the works unit or units in his charge, authorise the write-off of losses coming under Section III (*a*) or (*b*) of Table A, not exceeding £10 in value in any one case. The works accountant will record his opinion on each case before the decision of the works officer in charge is given.

(*c*) Losses occurring at a works unit not within a R.A.F. command will, if outside the powers allowed under (*b*), be submitted direct to the Air Ministry by the superintending engineer or principal works officer.

10. Valuation of Losses.—(*a*) The various amounts specified in this appendix refer to the gross value of the loss, or to the total amount of the damage, irrespective of any recovery that may be made from responsible individuals. The value, so far as stores losses are concerned, will be calculated on vocabulary rates without departmental expenses.

Digitized by Google

(*b*) When a group of cases arises out of a single defect or irregularity, the total sum involved will be the determining amount for deciding the competent authority, even though the separate amounts of the loss, deficiency, over-issue, &c., fall within the limits shown.

11. Losses due to Theft, Fraud, Arson or Gross Carelessness.—(*a*) An A.O.C. a command, or an officer in charge of administration acting on his behalf, has power, within the limits of Sections I and IV of Table A, to write off losses due to known or suspected theft, fraud, arson or gross carelessness.

(*b*) Before authorising a write-off under Section II or III of Table A, the officer concerned will satisfy himself that there is no suspicion of theft, fraud, arson or gross carelessness. In this connection it is to be observed that if, although there is no direct evidence of theft, &c., the circumstances preclude any other explanation of the loss or damage, the case will be submitted to command headquarters for subsequent transmission, if necessary, to the Air Ministry.

12. Losses in Transit.—Losses of stores or supplies in transit between stations at home and stations abroad will be governed by the rule that the deficiency will be regarded as one upon the consignor's account, unless there is evidence that it actually occurred at the consignee's end. The fullest possible investigation will invariably be made by both the consignor and consignee. *See also* para. **7** (*c*) and (*d*).

13. *Deleted.*

14. Deterioration of Stores and Supplies.—Instructions are contained in paras. **2422** and **2677** as regards the deterioration of stores and supplies respectively. If the deterioration has arisen from causes within the control of any individual, the case will be dealt with as a loss, under the provisions of this appendix appropriate to the particular circumstances. When, however, the deterioration has arisen from causes beyond the control of any person responsible for the custody of the stores or supplies the case will be dealt with under the special instructions laid down in A.Ps. 830, 112 and 1269.

15. Courts of Inquiry and Investigations.—The circumstances in which courts of inquiry will be held, or investigating officers appointed, are laid down in Chapter XVII.

16. Airframes, Aero-Engines, M.T. Vehicles, Marine Craft, Torpedoes and Petrol.—(*a*) Instructions regarding the write-off* of losses and the striking off charge of airframes, aero-engines, M.T. vehicles, marine craft, and petrol in bulk installations are contained in A.P.830, Vol. I. Where the loss of, or damage to, an airframe or aero-engine has resulted from a flying accident (as defined in para. **1326**, clause 1) and financial *write-off** is authorised by the A.O.C., details will invariably be reported in the quarterly return of losses rendered to the Air Ministry on Form 774. When an airframe or aero-engine is *struck off* charge and a financial penalty is imposed under Section 137(4) of the Air Force Act, particulars of such penalty will also be furnished on Form 774.

* For the duration of the war, write-off action will not be taken in respect of the loss of, or damage to, aircraft. This will also apply to balloons and kites lost or damaged while airborne.

Digitized by Google

(*b*) A M.T. vehicle, marine craft or torpedo will not be written off without Air Ministry authority.

17. Medical Stores.—Detailed instructions relating to the loss of, or damage to, medical stores are contained in Chapter XIX, Section VIII.

18. Writing Off in Accounts.—(*a*) When reference is made to higher authority the loss will be written off in the stores or other accounts (except cash accounts—*see* (*b*)) concerned, and the number and date of the letter to the higher authority will be quoted on the voucher at the time.

(*b*) When an over-issue or loss of cash is written off under para. **5** (*a*) or (*c*), the relevant entry in the cash account will be supported by a signed notification from the command to the unit concerned.

19. Records and Returns of Losses Written Off.—(*a*) Each officer to whom authority to write off losses is given under para. **5** (*a*) or (*d*), **6, 7, 8** or **9** will maintain a losses book in which will be recorded all losses dealt with by him. Losses dealt with by the officers mentioned in para. **5** (*c*) will be included in the losses book maintained at command headquarters. The record will include in respect of each case particulars of—

(i) the date of the loss;
(ii) its nature;
(iii) the station and unit at which it occurred;
(iv) the amount written off;
(v) the issue voucher number assigned by the unit to any relevant Form 34 (or Form 1230).

The losses books will be available for scrutiny by the audit staff of the Air Ministry.

(*b*) A quarterly return of all losses written off during the previous quarter will be rendered to command headquarters by each officer exercising authority under paras. **6** to **9**. The return will simply state the total number of cases in which a write-off has been authorised and the total amount written off during the quarter under each sub-section of Section III or, if applicable, under Section IV of Table A. A similar return will be passed with the losses book to the command accountant by a P.M.O. exercising delegated authority under para. **5** (*d*).

(*c*) The command accountant will render quarterly to the Air Ministry a return on Form 774 recording the various losses which have been written off during the quarter at command headquarters under para. **5** (*a*) and (*c*). The summarised particulars furnished in the returns referred to in (*b*) above will be given on the Form 774, e.g.

Total losses written off by group commanders:—

Section III (*a*), 7 cases	£140	2*s*.	0*d*.
Section III (*b*), 3 cases	£55	1*s*.	6*d*.

Total losses written off by station commanders:—

Section III (*a*), 25 cases	£95	15*s*.	0*d*.
Section III (*b*), 15 cases	£48	5*s*.	0*d*.

Digitized by Google

20. Nugatory Payments.—It will be seen from Section II (*b*) of Table A that powers are not given to authorise nugatory or fruitless payments. A nugatory payment is one involving an immediate and formal loss, i.e. the payment of money in return for which no service is rendered. It does not include a constructive loss, i.e. uneconomical expenditure, where due service is rendered although (owing to change of policy or other cause) the service rendered does not have the utility intended. To assist in making this distinction clear, the following examples are given:—

Classed as Nugatory.

(*a*) Payment for stores not delivered owing to cancellation of contract.

(*b*) Rent paid for premises after surrender on termination of occupation, but before termination of tenancy.

(*c*) Payment to a contractor of compensation for loss on account of delay in handing over the site.

(*d*) Extra payment to a contractor for supplies owing to quantity taken being below that named in the contract.

Not classed as Nugatory.

(*a*) Payment for stores delivered but useless owing to change of pattern.

(*b*) Rent paid for rifle range retained in possession but closed as unsafe.

(*c*) Payment for overhauling machinery which had lain unused owing to its having been ordered for delivery before the foundations were ready.

(*d*) Extra cost by purchase of home-grown instead of imported supplies, contrary to order that preference should not be given.

Digitized by Google

TABLE A.

FINANCIAL POWERS IN RELATION TO LOSSES, &c.

Description of loss, &c.	Powers of an A.O.C. a command.		Remarks.
	Commands to which a Financial Adviser has been appointed.	Commands to which a Financial Adviser has not been appointed.	
I. (*a*)—*Losses by fraud, suspected fraud or gross carelessness* :—			* Cases in which suspicion of fraud or theft attaches to any individual air force officer or airman or to any other individual employed under the Air Ministry will be referred to the Air Ministry for authority to write off the losses in question.
(1) Cash	Up to £10*	Up to £2*	
(2) Stores, supplies and animals	Up to £25*	Up to £5*	
(*b*)—*Losses by theft or arson, proved or presumptive* :—			† £40 in the case of theft on active service.
(1) Cash	Up to £15*	Up to £3*	
(2) Stores, supplies and animals	Up to £50*	Up to £10*†	
II.—*Cash lost otherwise than by theft, fraud, arson or gross carelessness*, including, as regards (*a*), over-issues through an excusable misunderstanding of regulations, or when the recovery would entail considerable hardship or present special difficulty :—			* *See* para. **1** (*d*) of this appendix. † Nugatory payments are defined in para. **20** of this appendix.
(*a*) Losses, deficiencies and over-issues* ..	Up to £50	Up to £15	‡ Does not apply to trial orders. For compensation to contractors, *see* Section V.
(*b*) Nugatory or fruitless payments†	Nil	Nil	
(*c*) Losses on contracts‡ :—			
(1) Excess cost of purchase (or works carried out) in default which involves formal claims on contractors	Nil	Nil	
(2) Liquidated damages if—			
(i) a decision to enforce damages has been notified to the contractor or			

Digitized by Google

Description of loss, &c.	Powers of an A.O.C. a command.		Remarks.
	Commands to which a Financial Adviser has been appointed.	Commands to which a Financial Adviser has not been appointed.	
(ii) the breach of contract has caused increased cost to the public ..	Nil§	Nil§	§ The procedure to be followed when a contractor has become liable for liquidated damages is laid down in Local Contract Regulations (A.P.821) and Regulations for Works Services (A.P.855).
(3) Acceptance of dividends in contractor's bankruptcy	Nil	Nil	
(*d*) Debtor balances on non-effective airmen's accounts	Up to £20	Up to £10	
(*e*) Claims abandoned for rent due, for value of issues in kind on repayment and of deteriorated supplies, &c.	Up to £50	Up to £20	
(*f*) Over-issues arising from mistake in the award of an airman's pension	Nil	Nil	
III.—*Stores, supplies and animals lost otherwise than by theft, fraud, arson or gross carelessness :—*			Group and station commanders, P.M.Os., C.Os. of air force hospitals and certain works officers have powers of write-off under (*a*) and (*b*) within the limits laid down in paras. **5**(*d*) and **6** to **9** of this appendix.
(*a*) Losses and deficiencies (other than under (*b*) or (*c*) of stores, supplies and animals; net deficiencies in stores accounts* ..	Up to £200	Up to £100	
(*b*) Losses by fire, shipwreck, stress of weather, accidents or incidents of the service proved on due inquiry to have been beyond the control of any person responsible for the stores, &c.*	Up to £200	Up to £100	*Section III (*a*) does not apply to losses of arms, accoutrements, public or personal clothing, or necessaries in possession of airmen as, under para. **2542**, the airman concerned will be held financially responsible for losses due to negligence or other causes not beyond his control. Any application to write off a sum due for recovery will be treated as coming under Section II (*e*).
(*c*) Stores supplied or entrusted to a contractor (except losses in transit, which will be dealt with under (*a*) or (*b*))	Nil	Nil	

Digitized by Google

Description of loss, &c.	Powers of an A.O.C. a command.		Remarks.
	Commands to which a Financial Adviser has been appointed.	Commands to which a Financial Adviser has not been appointed.	
IV.—*Barrack damages* within the definition in Section 138 (4A), Air Force Act	Up to £200	Up to £100	Group and station commanders have powers of write-off within the limits laid down in paras. **6** and **7** of this appendix. Sums ordered by the appropriate authority to be charged against personnel become cash claims, and an application for the write-off of any sum so charged will be treated as coming under Section II (*e*).
V.—*Claims for compensation* :—			* Cases arising under (*b*) will be reported to the A.O.C. without delay and claims will be dealt with as promptly as possible, allowing for a proper investigation and consideration of the facts (*see also* para. **2914**).
(*a*) Claims of contractors for loss due to departure from the terms of a contract ..	Nil	Nil	** Does not apply to claims under the Workmen's Compensation Acts, Injury Warrant or similar legislation in respect of civilians in Air Ministry employment injured while on duty.
(*b*) Claims of civilians, other than contractors, where the Air Ministry, were it not for Crown exemption, would be legally considered liable, or where payment is advisable as a matter of policy* :—			† Attention is directed to the Air Ministry regulations regarding damage in connection with forced landings (*see* paras. **742** and **744**) and M.T. and other accidents (*see* Chapter XXV, Section II).
(1) Personal injury**†	Up to £50‡¶	Nil	‡ Applies also to commands abroad to which a Financial Adviser has not been appointed.
(2) Loss of, or damage to, property (other than roads and bridges)† ..	Up to £20‡§	Up to £10§	§ In commands at home, does not apply to any claim for compensation for damage arising out of vibration due to bomb-dropping, or to explosions, or to a claim for animals frightened by low flying aircraft, or to any claim which also involves a claim or a probable claim in respect of personal
(3) Salvage of aircraft and marine craft..	Up to £20‡§	Up to £10§	
(4) Salvage of torpedoes and targets ..	‖	‖	
(*c*) Damage to roads and bridges	Up to £20¶	Nil	

Digitized by Google

Description of loss, &c.	Powers of an A.O.C. a command.		Remarks.
	Commands to which a Financial Adviser has been appointed.	Commands to which a Financial Adviser has not been appointed.	
			injury. All such cases will be reported to the Air Ministry for settlement, irrespective of the amount of the claim in respect of material damage. ‖ *See* para. **883**. ¶ Does not apply to commands at home.
VI.—*Charitable grants*	Nil	Nil	
VII.—*Gifts of stores*	Nil	Nil	

Digitized by Google

APPENDIX VII.

SECTION I.

FIREARMS ACT, 1937.

(Referred to in para. **870.**)

The following observations in connection with the Firearms Act, 1937, are issued for the guidance of officers and airmen:—

(*a*) *Firearms and ammunition required for duty.*—No restrictions are imposed, nor is certification required, for the possession or use by officers and airmen of any firearms or ammunition in the performance of their official duty. Only persons authorised in writing by the Air Ministry are permitted to purchase or acquire firearms and ammunition for air force use without holding a firearm certificate (Section 5 (*a*) of the Act). When an officer who is required by clause 2 of para. **2566** to maintain his own service type of pistol or revolver needs to purchase or acquire a replacement from other than R.A.F. sources, he should obtain from his C.O. a certificate that he is required to purchase or acquire a firearm for his own use in his capacity as a person in the air service of His Majesty. The certificate will specify the type of weapon to be purchased or acquired. On production of this certificate to the police, a firearm certificate authorising such purchase or acquisition will be issuable free of charge, under Section 5 (*b*) of the Act. The procedure for purchase from R.A.F. sources is indicated in A.P. 830, Chapter 14, para. 30.

(*b*) *Firearms and ammunition for private use.*—It is unlawful for officers and airmen, unless they hold a firearm certificate (obtainable from the police) which is in force at the time, to purchase, acquire or have in their possession for private use any firearms or ammunition other than certain smooth bore guns, certain air guns, air rifles or air pistols and certain cartridges and ammunition, as specified in Section 16 of the Act.

(*c*) *Prohibited weapons.*—Section 17 of the Act makes it unlawful for any person, without the authority of the Admiralty, the Army Council, or the Air Council to manufacture, sell, transfer, purchase, acquire, or have in his possession—

(i) any firearm which is so designed or adapted that, if pressure is applied to the trigger, missiles continue to be discharged until pressure is removed from the trigger or the magazine containing the missiles is empty; or

(ii) any weapon of whatever description designed or adapted for the discharge of any noxious liquid, gas or other thing; or

(iii) any ammunition containing, or designed or adapted to contain, any such noxious thing.

Digitized by Google

Officers and airmen are not entitled to private possession of such prohibited weapons or ammunition, although they may be required, as part of their official duty in an air force establishment, to experiment with or use them. To avoid the penalties of this section, therefore, any officer or airman who desires to purchase or possess such weapons or ammunition or to keep or take them outside an air force establishment should apply to the Air Ministry for permission to do so. Such permission will not be granted without good cause.

SECTION II.

BOARD OF TRADE REGULATIONS.

(Referred to in para. **869.**)

ARMS AND AMMUNITION. IMPORT INTO AND EXPORT FROM THE UNITED KINGDOM BY OFFICERS AND AIRMEN.

1. Arms (including bayonets, swords and lances) and ammunition possessed or carried by officers and airmen in their capacity as such.

(*a*) No Board of Trade licence is required by officers and airmen travelling in uniform for the import from, or the export to, any country of arms and ammunition *possessed or carried in their capacity as such.* It is not necessary for a firearm certificate, under the Firearms Act, 1937, to be obtained in respect of such arms and ammunition.

(*b*) Officers and airmen travelling in plain clothes will be allowed, on production of the service certificate shown in Form 546, to import from, or to export to, any country, other than the Irish Free State, arms and ammunition *possessed or carried in their capacity as such.*

(*c*) With regard to officers proceeding to the Irish Free State with revolvers and ammunition *possessed or carried in their capacity as such,* the police authorities are prepared to accept the official Air Ministry posting orders, or a certified copy thereof, as authority for an officer travelling independently in plain clothes to take with him his service revolver.

2.* Arms (including bayonets, swords and lances) and ammunition other than the arms and ammunition possessed or carried by officers and airmen in their capacity as such.

(a) *Import.*—

(i) Whether travelling in uniform or not, officers and airmen must obtain from the Board of Trade, in the case of imports into Great Britain, or from the Royal Ulster Constabulary (*see* para. 4) in the case of imports into Northern Ireland, licences for the importation of arms and ammunition *other than the arms and ammunition possessed or carried by them in their capacity as such,* unless they are in possession of,

* Import or export licences are not required for private arms moved from one part of the United Kingdom to another (*e.g.* between Great Britain and Northern Ireland).

Digitized by Google

and produce to the Customs authorities in the manner prescribed in (ii), firearm certificates issued to them by the local police authorities under the Firearms Act, 1937. An import licence must be obtained, however, for arms and ammunition imported as part of unaccompanied baggage.

(ii) These firearm certificates must be valid (i.e. not out of date), they must cover the arms and ammunition which are to be imported, and they must be produced to the Customs authorities by the owners at the time of arrival, together with the arms and ammunition.

(iii) Neither an import licence nor a firearm certificate is required to import smooth-bore shot guns and ammunition therefor into Great Britain but this exemption does not extend to Northern Ireland.

(iv) An import licence for any arms and ammunition not covered by a firearm certificate may be issued by the Board of Trade to a member of His Majesty's forces, making application from abroad, on production of the service certificate shown in Form 546. It is to be clearly understood, however, that the possession of import licences does not absolve officers and airmen from the obligation to procure firearm certificates from the local police authorities for such arms and ammunition as they may bring into the United Kingdom in addition to the arms and ammunition *possessed or carried by them in their capacity as such* (for which no firearm certificate is required). Failure to procure such certificates renders the holder liable to prosecution under the Firearms Act, 1937.

An import licence will only be issued to a member of His Majesty's forces applying from an address in the United Kingdom on production of a valid firearm certificate.

(v) No import licence is necessary for bayonets, swords or lances.

(b) *Export.*

(i) The considerations set out in para. 2 (a) (i), (ii) and (iii), apply also to the export of arms and ammunition, except that an export licence is necessary to export smooth-bore shot guns and ammunition therefor to the Arabian Peninsula, Gwadar, Syria and Lebanon, Palestine and Trans-Jordan, Iraq and certain parts of the continent of Africa, *full details of which can be obtained from the Board of Trade.* An export licence is not required for the export of smooth-bore shot guns and ammunition therefor, to Egypt, the Union of South Africa, Southern Rhodesia or India. *All applications for export licences should be made to the Board of Trade.*

(ii) When the owner does not find it convenient to produce to the Customs at the time of departure a valid firearm certificate, an export licence will be required. All applications for licences to export arms and ammunition (other than smooth-bore shot guns and ammunition

Digitized by Google

therefor) from Great Britain must be accompanied by valid firearm certificates. A valid firearm certificate must accompany each application for a licence to export arms and ammunition (including smooth-bore shot guns and ammunition therefor) from Northern Ireland. Export licences will *not* be issued merely on production of the service certificate shown in Form 546.

(iii) A Board of Trade licence is required for the export from the United Kingdom of bayonets, swords and lances held by officers and airmen but *not possessed or carried by them in their capacity as such.* Licences may be issued by the Board of Trade on production of Form 546, duly completed.

(c) *Transit.*

The C.O. of a unit which is in transit through the United Kingdom may, without a Board of Trade licence, take custody of, and responsibility for, all firearms, &c., belonging to officers and airmen of the unit which are *not possessed or carried by them in their capacity as such.*

These relaxations of the ordinary requirements in favour of officers and airmen apply only to firearms for their personal use.

3. **Office Stamp.**—Any service certificate issued under these regulations will bear the official orderly room or other stamp of the unit of issue.

4. **Board of Trade Import and Export Licences.**—These import and export licences will be issued by the Board of Trade only when all other formalities required by the Board are complied with. Applications for licences to import and export arms and ammunition should be made to the Imports and Exports Licensing Section, Board of Trade, Great George Street, London, S.W.1, except in the case of imports into Northern Ireland, when application should be made to the Inspector-General, Royal Ulster Constabulary, Atlantic Buildings, Waring Street, Belfast.

APPENDIX VIII.

Deleted.

Digitized by Google

APPENDIX IX.

FORM OF CLAIM FOR DIVING PAY.

(Referred to in para. **3460.**)

CLAIM FOR DIVING PAY.

Station	By whom work was authorised.
Nature of work performed (brief description).	

Official number.	Name.	Rank.	Period. From	Period. To	Depth.	First Hour Rate.	Amount.	Receipt.
						s. d.	*£ s. d.*	
				Total				

This is to certify that the .....persons named in this claim were actually and necessarily employed as stated for the whole time noted against their names.

.....

Approved for payment. Signature of officer in charge of diving party.

.....

Officer approving payment.

Diving.—This is to certify that no blame is attributable to any officer or airman for the loss of the article dived for on.....

.....

Commanding Officer.

Digitized by Google

APPENDIX X.

EQUIVALENT RANKS IN THE ROYAL NAVAL AIR SERVICE, ROYAL FLYING CORPS AND ROYAL AIR FORCE.

(Referred to in para. 3449.)

Royal Naval Air Service	Royal Flying Corps.	Royal Air Force.	
		1st Apl., 1918.	1st Jan., 1919.
Chief petty officer, 1st grade.	Warrant officer ..	1. Chief master mechanic. 2. Master clerk.* 3. Sergeant major, 1st class.	Sergeant major, 1st class.§
Chief petty officer, 2nd grade.	Quartermaster sergeant.	1. Master mechanic. 2. Master clerk.† 3. Sergeant major, 2nd class.	Sergeant major 2nd class.‖
Chief petty officer, 3rd grade. Chief petty officer, aircraftman.	Flight sergeant ..	1. Chief mechanic 2. Flight clerk. 3. Flight sergeant	Flight sergeant.
Petty officer .. Petty officer, aircraftman.	Sergeant	1. Sergeant mechanic. 2. Sergeant clerk. 3. Sergeant.	Sergeant.
Leading mechanic Leading aircraftman	Corporal	1. Corporal mechanic. 2. Corporal clerk. 3. Corporal.	Corporal.
Air mechanic, 1st class.	Air mechanic, 1st class.	1. Air mechanic, 1st class. 2. Clerk, 1st class. 3. Leading aircraftman.‡	Leading aircraftman.
Acting air mechanic, 1st class. Aircraftman, 1st grade.	Air mechanic, 2nd class.	1. Air mechanic, 2nd class. 2. Clerk, 2nd class. 3. Private, 1st class.	Aircraftman, 1st class.
Air mechanic, 2nd class. Aircraftman, 2nd grade.	Air mechanic, 3rd class.	1. Air mechanic, 3rd class. 2. Clerk, 3rd class. 3. Private, 2nd class.	Aircraftman, 2nd class.

* Re-named chief master clerk, 28th November, 1918.

† Introduced from 28th November, 1918.

‡ Introduced 5th April, 1919. Applicable to all privates, 1st class, who were on that date in receipt of a daily rate of not less than 2*s*.

§ Title changed to "warrant officer" as from 19th January, 1933 (*see* A.M.O. A.13/33).

‖ Title changed to "warrant officer, 2nd class," as from 19th January, 1933 (*see* A.M.O. A.36/33.)

APPENDICES XI AND XII.

Deleted.

Digitized by Google

APPENDIX XIII.

CONDITIONS OF SERVICE, PAY, ETC., of OFFICERS IN CIVIL EMPLOYMENT.

(Referred to in para. **3834.**)

HIS MAJESTY'S FORCES (CIVIL EMPLOYMENT) RULES, 1937, DATED THE 9TH DAY OF SEPTEMBER, 1937, MADE BY THE TREASURY UNDER SECTION 15 (1) OF THE SUPERANNUATION ACT, 1935 (25 AND 26 GEO. 5, C. 23).

Whereas by section 15 (1) of the Superannuation Act, 1935, it is provided that the Treasury may make rules modifying or revoking the rules made under section 6 of the Superannuation Act, 1887 (50 and 51 Vict., c. 67), as modified under any subsequent Act (the ein and hereinafter referred to as "the existing rules") and that the said power of the Treasury shall extend to the making of rules consolidating, with or without modifications, the existing rules and any rules made under that section:

Now, therefore, the Treasury, by virtue of the powers conferred upon them by the said Act of 1935 and all other powers enabling them in that behalf, hereby make the following rules:—

1. In these rules, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them, that is to say:—

(*a*) "His Majesty's forces" means the naval, military and air forces of His Majesty raised in the United Kingdom and Malta.

(*b*) "non-effective pay" means any half-pay or retired pay, gratuity, or other payment granted by the Parliament of the United Kingdom for officers in His Majesty's forces, on account of past service in some portion of those forces, but does not include rewards for distinguished or meritorious service, pensions for wounds or disability additions to retired pay or gratuity.

(*c*) "civil employment of profit under any public department" means any employment the emoluments of which are derived from any of the following funds, which are hereby declared to be public funds, viz.:—

(*a*) The Consolidated Fund;

(*b*) Money voted by Parliament;

(*c*) Land or hereditary revenues of the Crown;

(*d*) Crown revenue of the Channel Islands;

(*e*) Mercantile Marine Fund;

(*f*) Funds of Greenwich or Chelsea Hospital;

(*g*) Any other fund which was immediately before the coming into operation of these Rules a public fund for the purposes of the existing Rules or which, either from its being administered by a public department or from its

Digitized by Google

receiving a contribution out of any of the above-mentioned funds, the Treasury may from time to time determine to be a public fund;

but does not include any such employment as the Treasury, having regard to the regulations of the Admiralty, the Army Council and the Air Council, determine to be a naval, military or air force employment.

(*d*) "naval" includes "marine."

(*e*) "officer" means any person who holds or has held a commission in any of His Majesty's forces and who has been awarded non-effective pay, whether he has commuted such non-effective pay or not.

2. When an officer on the half-pay list accepts any civil employment of profit under any public department with the consent of the Admiralty, the Army Council or the Air Council as the case may be, such consent when given and a withdrawal of such consent shall be communicated to the Treasury by the authority giving or withdrawing the consent.

3. If any officer on the half-pay list accepts any civil employment of profit under any public department (other than in His Majesty's Household) and continues, whilst holding the said employment, to draw half-pay, the emoluments of his civil employment shall be subject to abatement as follows:—

If the annual amount of his half-pay and the emoluments of his civil employment together exceed £400 per annum, the emoluments of his civil employment shall be abated by such an amount, not being less than ten per cent. thereof, as may be determined by the Treasury in concert with the department employing the officer; provided that no abatement shall be made by reason of this rule which exceeds the amount of the officer's half-pay or reduces his total emoluments to less than £400 per annum.

4. (1) The Treasury may, on the recommendation of the Admiralty, Army Council or Air Council as the case may be, from time to time exempt any civil employment of profit under a naval, military or air force department from the operation of Rule 3 or bring the same back within its operation.

(2) The Treasury may from time to time exempt any other civil employment of profit from the operation of Rule 3 for such time as they may deem fit, on the ground of such employment being of a temporary or casual character, or of its profits being petty or uncertain or of the nature of fees for piece work.

5. In case of doubt arising either as to whether the funds from which the emoluments of a civil employment are derived are public funds or as to what is, for the purposes of Rule 3, the annual amount of half-pay or of the emoluments of a civil employment, the decision on the point shall rest with the Treasury.

6. No officer shall accept any civil employment of profit under any public department otherwise than on condition that no pension shall be granted to him in respect of that employment which, when added to his

Digitized by Google

non-effective pay, shall exceed two-thirds of the emoluments of that employment or a total of £1,000 a year, whichever may be the greater. For the purpose of this Rule the expression "pension" includes the annuity value of any additional allowance under the Superannuation Acts, 1834 to 1935, and the expression "non-effective pay" includes the annuity value of a gratuity, the said value in each case being computed according to the officer's age at the date of the receipt of the said additional allowance or gratuity and in accordance with the tables for immediate life annuities framed under Part II of the Government Annuities Act, 1929 (19 and 20 Geo. 5, c. 29), which were in force at the respective dates.

7. Nothing in these rules shall abridge or supersede any power of abatement of an officer's non-effective pay or emoluments possessed in other respects by the Treasury or by any other public department.

8. The existing rules are hereby revoked:

Provided that nothing in these rules shall prejudicially affect any officer who has accepted any civil employment of profit under any public department before these rules come into operation.

9. (1) These rules may be cited as His Majesty's Forces (Civil Employment) Rules, 1937.

(2) The Interpretation Act, 1889 (52 and 53 Vict., c. 63) applies to the interpretation of these Rules as it applies to the interpretation of an Act of Parliament.

APPENDIX XIV.

Deleted.

Digitized by Google

APPENDIX XV.

TRADES TRANSFERRED OR DECLARED OBSOLETE OR OBSOLESCENT.

(Referred to in para. 3449.)

The trades shown in column 1 were transferred to or superseded by the trades shown in column 3, in accordance with the indicated A.M.O.; but the absorption of any particular airman into the new trade did not necessarily follow, as it was dependent upon his suitability or otherwise for that trade.

Service in the trade shown in column 1 may count for progressive pay in the trade shown in column 3, except where † is shown against the new trade or group.

Obsolete or Obsolescent.		Absorbed by			
Trade.	Group.	New Trade.	Group.	Date.	Authority.
K.B. telephonist	—	Electrician (class II) Aircrafthand	II V	8/1/20	A.M.O. 23/20
Wireless observer	—	Wireless operator (mechanic) Wireless operator Aircrafthand	I II V	22/1/20	70/20
Observer	—	Aircrafthand	V	26/2/20	187/20
Fitter (motor-boat) Fitter (motor-boat coxswain)	I	Fitter (M.T.)	I	1/4/20	211/20
Motor-boat coxswain	III	Motor-boat crew	III	1/4/20	211/20
Instrument maker and camera repairer	I	Instrument maker	I	6/5/20	430/20
Camera repairer	II	Instrument repairer	II	6/5/20	430/20
Magneto repairer	—	Electrician (class I) Electrician (class II) Instrument maker Instrument repairer	I II I II	6/5/20	430/20
Instructor (armament, gunnery) Instructor (armament, bombing)	V	Aircrafthand (gunnery instructor)	V	1/8/19	430/20
Plumber	—	Acetylene welder	II	22/7/20	661/20

Digitized by Google

Obsolete or Obsolescent.		Absorbed by			
Trade.	Group.	New Trade.	Group.	Date.	Authority.
					A.M.O.
Fitter (hydrogen worker) ..	I	Hydrogen worker 1st class	I	26/8/20	748/20
Meteorologist	IV	Meteorologist Clerk Aircrafthand†	II IV V	17/7/20	785/20
Fitter (M.T.)	I	Fitter (driver, petrol)	I	1/4/21	818/20
Aircrafthand, storekeeper* Clerk, stores .. .. Tradesmen in groups I-III* qualified as storekeepers	V IV	Storekeeper	III	14/10/20	885/20
Sanitary orderly	D	Sanitary orderly	C	5/10/20	206/21
Clerk (pay) .. .. .. Clerk (general) .. .. Clerk (medical) .. .. Clerk (stores) .. .. Clerk (quarter-master services)	IV	Clerk	IV	14/7/21	570/21
Pilot (O.S.)	II	Pilot	†I II †III	From date of re-mustering to pilot (new system).	706/21
Electrician (compass setter and repairer)	I	Electrician (class I)	I	15/9/21	724/21
Electrician	II	Electrician (class II)	II	15/9/21	724/21
Chemist	A				
Medical instrument maker and repairer	A	——	—		
Optician	B				
Mental attendant	C	——	—		
		Mental nursing orderly	C	22/9/21	735/21
Mercurial rubber	D	Special treatment orderly	C		
Aircrafthand (gunnery instructor)	V	Armourer	II	22/12/21	980/21
Clerk (employed on medical duties)	IV	Clerk Nursing orderly	IV †C	8/6/22	444/22

*Applies only to airmen employed on stores duties on 14th October, 1920, who passed the examination for storekeeper at first attempt (A.M.O. 517/21).

Digitized by Google

Obsolete or Obsolescent.		Absorbed by			
Trade.	Group.	New Trade.	Group.	Date.	Authority.
Machinist (wood)	—	Carpenter	II	16/11/22	A.M.O. 847/22
Fitter (millwright) ..	I	Fitter (engine driver) E.S.W.C.	I	1/7/23 E.S.W.C. disbanded 1/7/27	232/23 412/27
		Fitter (aero), &c.	I		
Painter	III	Coach painter	II	12/7/23	443/23
Vulcaniser	III	Driver (petrol)	III	10/4/24	246/24
Clerk	IV	Clerk, general duties Clerk, pay accounting Clerk, store accounting	IV	1/8/24	473/24
Machinist	II	Machine tool setter and operator†	I	16/10/24	739/24
Electrician (class II) ..	II	Electrician†	I	12/11/25	686/25
Instrument repairer ..	II	Electrician†	I	12/11/25	696/25
Power station engineer ..	I	R.A.F. trades applicable to the Electrical Services Works Company disbanded on 1st July, 1927		1/7/27	412/27
Shift engineer	I				
Fitter (engineer driver) ..	I				
Dynamo and switchboard attendant	II				
Engine driver	II				
Fitter's mate, 1st class ..	III				
Stoker	III				
Fitter's mate, 2nd class ..	V				
Greaser	V				
Operating room attendant	A	Operating room assistant	B	4/6/25	362/25
Trained nurse	B	Trained nurse	A	4/6/25	362/25
Motor cyclist	III	Motor cyclist	V	1/10/25	605/25
Musician	III	Musician	V	1/10/25	605/25
Tailor and shoemaker ..	III	———	—	—	188/26
Masseur	C	Masseur	B	14/10/26	624/26
Driver (petrol) .. Driver (winch) ..	III	Driver (petrol) Driver (winch)	V	1/12/26	646/26
Coppersmith	I	Coppersmith and metal worker	I	15/9/27	608/27
Tinsmith and sheet metal worker	II	Coppersmith and metal worker.	†I	15/9/27	608/27

Digitized by Google

Obsolete or Obsolescent.		Absorbed by			
Trade.	Group.	New Trade.	Group.	Date.	Authority.
					A.M.O.
Blacksmith	I	Blacksmith**	I	15/9/27	607/27
Acetylene welder	II	Blacksmith**	†I	15/9/27	607/27
Fitter (rigger)	I	Metal rigger	I	—	661/27
Fitter (jig and tool maker)	I	Fitter (aero-engine)	I	11/10/28	667/28
Turner	I	Machine tool setter and operator Fitter (aero-engine)	I	15/11/28	764/28
Instrument maker	I	Electrician	I	17/1/29	46/29
Motor cyclist	V	Driver (petrol)	V	13/6/29	362/29
Driver (steam)*	V	——	—	—	—
Fitter (driver, steam)* ..	I	——	—	—	—
Carpenter (propeller maker)	I	Carpenter	II	6/2/30	79/30
Carpenter (motor body builder)	I	Carpenter	II	24/4/30	249/30
Pattern maker	I	Carpenter	II	2/10/30	621/30
Fitter, (driver, petrol) Fitter (driver, petrol) (marine)	I	Fitter (aero-engine)	I	6/8/31	A.147/31
Coach painter	II	——	—	—	A.188/31
Upholsterer	III	Fabric worker	III	30/3/33	A. 87/33
Moulder	I	——	—	—	A.207/33
Driver (winch)	V	Driver (petrol) Aircrafthand	V	24/8/33	A.220/33
Draughtsman	I	——	—	—	A.352/33
Fitter (general)	I	Fitter (aero-engine)	I	—	—
Blacksmith and welder .. Coppersmith and metal worker	I	Metal worker	I	24/5/34	A.128/34

* This trade was abolished in 1930.

** The nomenclature of this trade was changed to " Blacksmith and welder " by A.M.O. A.148/31.

Digitized by Google

Obsolete or Obsolescent.		Absorbed by			
Trade.	Group.	New Trade.	Group.	Date.	Authority.
Carpenter (boat builder) ..	I	Carpenter	II	31/5/34	A.M.O. A.133/34
Meteorologist	II	——	—	—	A.195/34 (para. 6)
Carpenter (rigger)	I	Metal rigger	I	—	A.204/34
Rigger (aero)	II	Metal rigger	†I	—	A.204/34
Rigger (airship)	II	Rigger (balloon)	III	20/12/34	A.316/34
		Balloon -operator	II	11/3/37	A.63/37
Electrician	I	Wireless operator mechanic	I	25/4/35	A.95/35
Clerk, store accounting Clerk, pay accounting ..	IV	Clerk, accounting	IV	—	A.96/35 A.278/35 A.119/36
Sanitary assistant	C	Medical orderly	M	—	A.233/36
Hospital cook	B	Cook and butcher	III	7/1/37	A.2/37
Rigger (balloon)	III	Balloon operator	II	—	A.63/37
Storekeeper‡	III	Equipment assistant	IV	22/4/37	A.114/37
Pharmacist	A	——	—	—	—
Hydrogen worker, 1st class	I	——	—	17/3/38	A.99/38
Hydrogen worker, 2nd class	III	Balloon operator	II	17/3/38	A.99/38
Mate	V	Flight mechanic Flight rigger	†II	1/12/38	A.442/38
Flight mechanic	II	Flight mechanic (engine)	II	21/11/40	A.855/40
Flight rigger..	II	Flight mechanic (airframe)	II	21/11/40	A.855/40
Link trainer instructor (instrument) Link trainer instructor (visual)	I	Link trainer instructor	I	13/2/41	A.107/41

‡ Applies only to the following airmen mustered as storekeeper on 22nd April, 1937:—

Those classified as aircraftmen, 1st class or 2nd class, on or after 1st April, 1936.

Those classified as leading aircraftmen or holding the rank of corporal or above (irrespective of date).

Those classified as aircraftmen, 1st class or 2nd class, before 1st April, 1936, who qualified for remustering as equipment assistant at the first opportunity after 22nd April, 1937, and were so remustered (*see* A.M.O A.114/37).

Digitized by Google

Obsolete or Obsolescent.		Absorbed by			
Trade.	Group.	New Trade.	Group.	Date.	Authority.
					A.M.O.
Radio Operator (air) ..	—	Observer (Radio)	—	10/7/41	A.503/41
Messing duties	V	Cook and butcher	III	7/8/41	N.892/41
Ground gunner ..	V	Gunner	V	11/9/41	A.733/41
Machine gun instructor	V	——	—	11/9/41	N.1065/41
Engine driver (fitter) ..	I	Fitter (stationary engine)	I	27/11/41	A.985/41
Telephone operator ..	V	Telephonist	V	29/1/42	A.95/42
Balloon fabric worker Balloon rigger Balloon rigger/fabric worker Driver, winch (balloon)	III	Balloon operator or under A.M.O. A.348/43	II	29/1/42	A.96/42
Service police	V	R.A.F. police Station police	V	7/5/42	A.451/42
Fitter (armourer) (bombs) Fitter (armourer) (guns)	I	Fitter (armourer)	I	14/5/42	A.480/42
Armourer (bombs) Armourer (guns) ..	II	Armourer	II	14/5/42	A.480/42
Radio mechanic	I	R.D.F. mechanic	I	21/5/42	A.515/42
Radio operator	II	R.D.F. operator	II	21/5/42	A.515/42
Electrician (wireman) ..	II	Electrician (works)	II	9/7/42	A.678/42
Fitter (torpedo)	I	Fitter (armourer)	I	9/7/42	A.679/42
Torpedoman	V	Armourer	II	9/7/42	A.679/42
Air observer	---	Navigator Navigator (B) Navigator (B.W.) Navigator (W)	—	23/7/42	A.746/42
Observer (radio) ..	—	Navigator (radio)	—	23/7/42	A.746/42
Fitter (aero engine) ..	I	Fitter II (engine)	I	3/9/42	A.948/42
Metal rigger	I	Fitter II (airframe)	I	3/9/42	A.948/42
Clerk (special duties) ..	IV	Clerk (special duties) (O) Clerk (special duties) (F) Clerk (special duties) (B) Clerk (special duties) (C)	IV	1/10/42	A.1049/42
R.D.F. operator ..	II	R.D.F. operator (G) R.D.F. operator (I)	II	1/10/42	A.1050/42
Clerk (signals interpreter)	IV	Clerk (signals)	IV	15/10/42	A.1117/42
Duty pilot	I	Airfield controller or under A.M.O. A.348/43	—	19/11/42	A.1250/42
Parachute repairer ..	III	Safety equipment worker	II	26/11/42	A.1257/42
Parachute packer ..	V	Safety equipment assistant	V	26/11/42	A.1257/42
P.A.C. operator ..	III	Under A.M.O. A.348/43	—	3/12/42	A.1282/42
Cook and butcher ..	III	Cook	III	18/2/43	A.138/43

Digitized by Google

Obsolete or Obsolescent.		Absorbed by			
Trade.	Group.	New Trade.	Group.	Date.	Authority.
					A.M.O.
Telephonist	V	Telephonist	III	15/4/43	A.350/43
R.D.F. operator (G) } R.D.F. operator (I) }	II	Radar operator	II	2/9/43	A.849/43
R.D.F. mechanic ..	I	Radar mechanic	I	2/9/43	A.863/43
Radio telephony operator (balloons)	IV	Radio telephony operator	IV	11/11/43	A.1149/43
Wireless operator (air gunner)	—	Wireless operator (air)	—	2/12/43	A.1242/43
Safety equipment assistant	V	Safety equipment assistant	III	16/12/43	A1277/43
Navigator (B.W.) ..	—	Navigator (B) or (W)	—	20/1/44	A.42/44

Digitized by Google

APPENDIX XVI.

COMMUTATION OF AIRMEN'S PENSIONS.

(Referred to in para. **3679.**)

1. The table of rates for the commutation of airmen's pensions payable weekly in advance or quarterly in arrear is as follows:—

PENSIONS PAYABLE WEEKLY IN ADVANCE OR QUARTERLY IN ARREAR.

Age at date commutation is approved.	Commutation for each £1 per annum of pension.	Age at date commutation is approved.	Commutation for each £1 per annum of pension.
Between	£	Between	£
35 and 36	15·575	58 and 59	10·065
36 „ 37	15·398	59 „ 60	9·763
37 „ 38	15·215	60 „ 61	9·457
38 „ 39	15·026	61 „ 62	9·148
39 „ 40	14·832	62 „ 63	8·837
40 „ 41	14·631	63 „ 64	8·525
41 „ 42	14·424	64 „ 65	8·214
42 „ 43	14·211	65 „ 66	7·904
43 „ 44	13·993	66 „ 67	7·596
44 „ 45	13·770	67 „ 68	7·290
45 „ 46	13·541	68 „ 69	6·988
46 „ 47	13·308	69 „ 70	6·690
47 „ 48	13·069	70 „ 71	6·397
48 „ 49	12·825	71 „ 72	6·110
49 „ 50	12·575	72 „ 73	5·828
50 „ 51	12·319	73 „ 74	5·554
51 „ 52	12·057	74 „ 75	5·287
52 „ 53	11·788	75 „ 76	5·030
53 „ 54	11·514	76 „ 77	4·782
54 „ 55	11·234	77 „ 78	4·543
55 „ 56	10·949	78 „ 79	4·314
56 „ 57	10·659	79 „ 80	4·094
57 „ 58	10·364		

Note.—In certain cases, if the airman's pension has been assessed under navy or army regulations, the foregoing rates may be slightly increased at the discretion of the Air Council.

Digitized by Google

2. The amount allowable in commutation of any pension payable quarterly in advance (referred to in the footnote to clause 2 of para. 3850) will be calculated according to the table of rates applicable under navy or army regulations to pensions payable quarterly in advance. The table at present in force is as follows:—

PENSIONS PAYABLE QUARTERLY IN ADVANCE.

Age at date commutation is approved.	Commutation for each £1 per annum of pension.	Age at date commutation is approved.	Commutation for each £1 per annum of pension.
Between	£	Between	£
35 and 36	15·700	58 and 59	10·190
36 ,, 37	15·523	59 ,, 60	9·888
37 ,, 38	15·340	60 ,, 61	9·582
38 ,, 39	15·151	61 ,, 62	9·273
39 ,, 40	14·957	62 ,, 63	8·962
40 ,, 41	14·756	63 ,, 64	8·650
41 ,, 42	14·549	64 ,, 65	8·339
42 ,, 43	14·336	65 ,, 66	8·029
43 ,, 44	14·118	66 ,, 67	7·721
44 ,, 45	13·895	67 ,, 68	7·415
45 ,, 46	13·666	68 ,, 69	7·113
46 ,, 47	13·433	69 ,, 70	6·815
47 ,, 48	13·194	70 ,, 71	6·522
48 ,, 49	12·950	71 ,, 72	6·235
49 ,, 50	12·700	72 ,, 73	5·953
50 ,, 51	12·444	73 ,, 74	5·679
51 ,, 52	12·182	74 ,, 75	5·412
52 ,, 53	11·913	75 ,, 76	5·155
53 ,, 54	11·639	76 ,, 77	4·907
54 ,, 55	11·359	77 ,, 78	4·668
55 ,, 56	11·074	78 ,, 79	4·439
56 ,, 57	10·784	79 ,, 80	4·219
57 ,, 58	10·489		

Note.—In the event of commutation taking place within six weeks of the last payment of pension, the above values will be reduced by £0·25.

APPENDICES XVII AND XVIIA.

Deleted.

Digitized by Google

APPENDIX XVIII.

(Referred to in para. 255.)

REGULATIONS RESPECTING FOREIGN ORDERS AND MEDALS APPLICABLE TO PERSONS IN THE SERVICE OF THE CROWN.*

Orders.

1. NO person in the Service of the Crown shall accept or wear the Insignia of any Foreign Order without having previously obtained His Majesty's permission to do so, signified either—

(*a*) By Warrant under the Royal Sign-Manual, or

(*b*) By restricted permission conveyed through the Keeper of His Majesty's Privy Purse.

2. When permission is given by Warrant under the Royal Sign-Manual, the Insignia of the Foreign Order may be worn at all times and without any restriction.

When restricted permission is given the Insignia may only be worn on the occasion specified in the terms of the letter from the Keeper of His Majesty's Privy Purse conveying the Royal sanction.

3. Full and unrestricted permission by Warrant under the Royal Sign-Manual is contemplated in the following cases:—

For a Decoration conferred—

(*a*) For distinguished services in the saving of life;

(*b*) On an Officer in His Majesty's Naval, Military or Air Forces lent to a Foreign Government; on an Officer in His Majesty's Naval, Military or Air Forces attached by His Majesty's Government to a Foreign Navy, Army or Air Force during hostilities; or on any British Official lent to a Foreign Government and not in receipt of any emoluments from British public funds during the period of such loan.

4. Restricted permission is particularly contemplated for Decorations which have been conferred in recognition of personal attention to a foreign Sovereign, the Head of a Foreign State, or a member of a foreign Royal Family, on the occasion of State or official visits by such personages.

5. Restricted permission will also be given for Decorations conferred in the following cases:—

(1) On British Ambassadors or Ministers abroad when the King pays a State visit to the country to which they are accredited;

(*Note.*—A State visit is defined as one on which the King is accompanied by a Minister or High Official in attendance.)

(2) On Members of Deputations of British Regiments to Foreign Heads of States;

---

* *See* A.M.O. A.209/42 as to the modification of these regulations in connection with the war which commenced on 3rd September, 1939.

Digitized by Google

(3) On Members of Special Missions when the King is represented at a Foreign Coronation, Wedding, Funeral, or similar occasion; or on any Diplomatic Representative when specially accredited to represent His Majesty on such occasions (but not on the members of his Staff).

Restricted permission will *not* be given to—

(*a*) British Ambassadors or Ministers abroad when leaving:
(*b*) British Officers attending Foreign Manœuvres;
(*c*) Naval Officers of British Squadrons visiting Foreign Waters.

6. Both in the case of full and of restricted permission the matter will be submitted to the King by His Majesty's Principal Secretary of State for Foreign Affairs, who shall be under no obligation to consider applications for permission unless the desire of the Head of a Foreign State to confer upon a British subject the Insignia of an Order is notified to him before the Order is conferred, either through the British Diplomatic Representative accredited to the Head of the Foreign State, or through the Diplomatic Representative of the latter at the Court of St. James.

In no case can applications be considered in respect of decorations conferred more than five years previously, or offered in connection with services or events so long prior to the nomination.

7. When His Majesty's Principal Secretary of State for Foreign Affairs shall have taken the King's pleasure on any such application, and shall have obtained His Majesty's permission for the person in whose favour it has been made to wear the Insignia of a Foreign Order, he shall signify the same to His Majesty's Principal Secretary of State for the Home Department, in order that he may cause a Warrant, if it be a case for the issue of a Warrant as defined in Rule 2, to be prepared for the Royal Sign-Manual.

When such Warrant shall have been signed by the King, a notification thereof shall be inserted in the "Gazette."

Persons in whose favour such Warrants are issued will be required to pay to His Majesty's Principal Secretary of State for the Home Department a stamp duty of 10*s*.*

8. The Warrant signifying His Majesty's permission may, at the request and at the expense of the person who has obtained it, be registered in the College of Arms. Every such Warrant as aforesaid shall contain a clause providing that His Majesty's licence and permission does not authorise the assumption of any style, appellation, rank, precedence, or privilege appertaining to a Knight Bachelor of His Majesty's Realms.

Medals.

9. Medals, with the exceptions specified below, and State decorations not carrying membership of an Order of Chivalry, are subject to the Regulations in the same manner as Orders, but permission is given by Letter and not by Royal Warrant.

* This stamp duty has now been abolished by Section 51 of the Finance Act, 1938.

Digitized by Google

10. Medals for saving or attempting to save life at sea or on land, whether conferred on behalf of the Head or Government of a Foreign State or by private Life Saving Societies or Institutions, may be accepted and worn without restriction.

Subject, however, in the case of members of His Majesty's Naval, Military or Air Forces, to any restrictions imposed by the King's Regulations for those Services as to the wearing of such medals with uniform.

Applications for His Majesty's permission to wear other Medals conferred by Private Societies or Institutions and Commemorative Medals cannot be entertained.

11. The King's unrestricted permission to accept and wear a Foreign War Medal will only be given to (1) Members of His Majesty's Naval, Military or Air Forces if serving with a Foreign Army, Navy or Air Force with His Majesty's licence, and (2) Military, Naval or Air Attachés or Officers and other ranks and ratings officially attached to Foreign Armies, Navies or Air Forces during hostilities.

General.

12. Ladies are subject to the Regulations in all respects in the same manner as men.

Foreign Office,
March, 1930.

APPENDICES XIX AND XX.

Deleted.

Digitized by Google

APPENDIX XXI.

(Referred to in para. **158.**)

DISTINGUISHING FLAGS OF NON-NAVAL AUTHORITIES AFLOAT.

(*Extracts from King's Regulations and Admiralty Instructions.*)

Article **94. Flags hoisted during Salutes.**—

* * * * * * *

2. **To British Authorities.**—The distinguishing flags particularised in Article **112** are to be hoisted respectively at the fore whenever any of His Majesty's military, air, diplomatic, dominion, colonial, or consular authorities are receiving salutes to which they may be entitled; should, however, the proper distinguishing flag not be on board the ship saluting, the blue ensign is to be hoisted when saluting consular officers, and the red ensign when paying the same honours to any of the other authorities. Should the ship have neither a red nor blue ensign, a white ensign may be hoisted at the fore when saluting any of the British authorities referred to.

Article **110. Flags and Pendants displaced.**—

* * * * * * *

3. The flags of other functionaries ordered to be hoisted in ships of war * * * are not to displace at the masthead the flag of an Admiral of any grade nor the broad pendant of a Commodore of either class. When, therefore, a flag or broad pendant is hoisted, the distinguishing flag of the civil, military or air functionary is, if possible, to be hoisted at another masthead; but if not possible, then it is to be hoisted side by side with the other, subject to the discretion conferred on the Senior Naval Officer in Article **114.**

Article **112. Particulars of Flags.**—The flags authorised by His Majesty to be displayed afloat are:—

* * * * * * *

(*e*) By Air Officers Commanding Stations—The Royal Air Force Ensign. (For the purpose of Articles **94** (2), **113,** and **115** only.)

* * * * * * *

Article **113. When to be hoisted.**—Whenever any of the functionaries particularised in Articles * * * and **112** are embarked:—

(*a*) In one of His Majesty's ships on the occasion of an official visit—the proper distinguishing flag is to be hoisted at the fore * * * * whenever the functionary is receiving a salute to which he is entitled.

(*b*) In one of His Majesty's ships for passage—the proper distinguishing flag, with the approval of the Senior Naval Officer, may similarly be hoisted and be kept flying within the limits of the

Digitized by Google

respective * * * Command, provided the functionary be proceeding on the public service.

* * * * * * *

(*c*) In a boat for the purpose of paying visits of ceremony or on other official occasions—the proper distinguishing flag within the respective limits prescribed in sub-clause (*b*) may be hoisted at the bow, but when the boat belongs to one of His Majesty's ships she is to have her white ensign flying.

* * * * * * *

Article **115. General and/or Air Officers in combined operations.**—In combined operations with either or both of the other Services, should the General and/or Air Officers Commanding the Military and/or Air forces be embarked in a ship of war or transport, the distinguishing flag or flags authorised by Article **112** may be hoisted at the fore of such ship or transport to denote the presence of the headquarters.

Digitized by Google

APPENDIX XXII.

COMPETITIVE EXAMINATION FOR THE SELECTION OF OFFICERS FOR SPECIALIZATION.

(Referred to in para. 875.)

PROGRAMME OF EXAMINATION.

Tuesday Morning:		
Practical and Applied Mathematics	3 hours	100 marks.
Tuesday Afternoon:		
General Technical Science Paper I (Elementary)	3 hours	100 marks.
Wednesday Morning:		
General Technical Science Paper II (with Essay)	3 hours	100 marks.
Wednesday Afternoon:		
Practical Geometry and Mechanical Drawing	3 hours	100 marks.

Schedule and Syllabus.

Candidates will be expected to prepare themselves in the elements of all the subjects of the examination prescribed in the following syllabus, but a choice of questions will be given with a view to allowing some latitude to those who wish to concentrate more particularly on the sections of the syllabus which bear most directly on the work of the specialized course for which they hope to be selected.

In order to follow any one of the specialized courses with success, it is very necessary that an officer should have cultivated in advance the ability to express himself readily on paper, arrange his ideas and information in a systematic and orderly way and should also have obtained some facility in the use of books and of a reference library for purposes of study or research. Paper II in General Technical Science will accordingly include a choice of subjects for an essay. The subjects selected will in general be of a technical character and will assume that candidates have taken steps to gain practice in writing and also to widen their outlook on technical matters by some general reading.

Syllabus.

1. *Practical Geometry and Mechanical Drawing.*—Practical Geometry such as the setting out of angles; construction of figures to given dimensions or of circles to satisfy given conditions; the division of a line into parts; solution of simple problems in mensuration; setting out of simple graphs; the use of squared paper; orthographic projection, principles of mechanical drawing—plan, elevation and section—pictorial and isometric views; the making of free-hand dimensioned sketches of a simple model or machine part; drawing to scale from dimensioned sketches; the reading of working drawings; the preparation of a sketch to illustrate a written description of some simple machine part or other detail. (The preparation of finished drawings will not be required.)

Digitized by Google

2. *Practical and Applied Mathematics.*—Logarithms and their use; the slide rule; the elements of plane geometry (proofs of theorems will not be required); the trigonometrical ratios (including those for the sum and difference of two angles); the solution of right-angled triangles; the use of the tables of natural sines, co-sines, &c.; the mensuration of areas and of the simpler solids, including the areas of irregular figures such as indicator diagrams.

The use of symbols, algebraic formulæ; the solution of equations —simple, simultaneous and quadratic; problems involving the use of equations. The nature and use of graphs; interpolation; determination of laws in simple cases; graphical solution of equations.

Directed quantities such as velocity, acceleration and force; their representation by straight lines; addition and subtraction of such quantities; applications to simple static and dynamic problems.

(Importance will be paid to accurate and careful working within the limits demanded by the question. Candidates should take special care to see that their answers are reasonable and to apply such rough checks as are possible to the accuracy of their work.)

3. *General Technical Science.*—Candidates will be expected to show an understanding of the elementary principles of mechanics, heat and electricity (particularly in their application to practical problems such as are met with in service work and experience) and also of the chemical constitution of matter in so far as this is necessary to an elementary study of such subjects as combustion, explosives, corrosion, photography, or metallurgy. Paper I will comprise questions on sections (*b*), (*c*) and (*d*), and paper II will comprise an essay and questions on section (*a*).

As stated above, a choice of questions will be given.

(*a*) *Mechanics.*—Measurement and the principles on which it is based; British and metric units; practical measuring instruments; the vernier; the micrometer; the general properties of matter; density; specific gravity.

Velocity and acceleration; triangle of velocities; relative velocity; velocity and acceleration diagrams; angular velocity; force and its measurement; the triangle and polygon of forces; the principle of moments; couples; centroids; problems of equilibrium; simple stress diagrams; Bows' notation.

Mass; momentum; relations between force, time and momentum and between force, mass and acceleration; impulsive forces; impact; centrifugal force, work, energy, power; energy of a revolving body; horse power and its measurement; indicated and brake horse power; friction; laws of static friction; methods of reducing friction; useful application of friction; the simple machines; efficiency.

The properties of the commoner materials of construction; elasticity; stress and strain; the modulus of elasticity; the consideration of bending and twisting in simple cases; methods of testing materials; behaviour of material under stress.

(*b*) *The chemical constitution of matter.*—Basic ideas of how matter is constituted; atoms; molecules; modern ideas of the composition of the atom; the chemical properties of matter;

Digitized by Google

elements; compounds; mixtures; the laws of chemical combination; chemical notation and formulæ; simple chemical equations; air and water; combustion.

(*c*) *Heat.*—Temperature and quantity of heat; specific heat; change of state; latent heat; boiling point; freezing point; coefficient of expansion; transference of heat and related questions in connection with meteorology; heating and ventilation of workshops; engine cooling, &c.; expansion of a gas with change of temperature; heat a form of energy; mechanical equivalent of heat; heat account of an engine.

(*d*) *Magnetism and electricity.*—Magnetic phenomena; magnetization; magnetic fields and lines of force; terrestrial magnetism; the compass, its errors and their correction; the elements of direct current electricity; primary cells; accumulators; potential difference; current; resistance; the practical units of measurement; the electric circuit; fall of potential in a current-bearing wire; Ohm's law; the effects of a current—heating, chemical and magnetic—practical applications of these effects; electric lighting; simple electrical instruments such as the bell or buzzer; electrolysis; corrosion due to electrical action; simple electrical measuring instruments; electro-magnetic induction; the induction coil and transformer; conductor moving in a magnetic field; the elementary principles of the dynamo and motor; the magneto.

Electro-magnetic waves; frequency; wave-length; basic ideas in regard to alternating currents; high frequency and low frequency currents; rectification; inductance; capacity; the oscillating circuit; resonance; high frequency resistance; electrons in relation to the electric current; the thermionic valve and its applications.

Text-books.

Any standard text-books on the subjects of the examination will normally be found suitable if read in the light of the syllabus given above. Officers in doubt as to the most suitable books to use should consult the station education officer, who will also be able to advise in regard to such tutorial courses as are available.

Digitized by Google

APPENDIX XXIII.

FORMS OF INDEMNITY TO BE USED IN CONNECTION WITH THE GRANT OF PASSENGER FLIGHTS IN SERVICE AIRCRAFT TO CERTAIN NON-ENTITLED PERSONS.

(Referred to in paras. **797A** and **1073.**)

1. The indemnity required to be given will normally be as in the specimen form No. 1. This form will be modified where necessary to suit any special circumstances relevant to the particular flight (e.g. in the case of flights given in Fleet Air Arm aircraft references to the Admiralty as well as to the Air Council and to Naval and R.M. personnel as well as to R.A.F. personnel will be inserted). Specimen form No. 2 will be used when the flight in question is made from a station in Scotland.

2. A similar form to specimen No. 1 will be used by units overseas (unless a special form has already been approved for use) but the words " I further agree that this undertaking should be construed in accordance with English law " will be embodied in the form. If it is necessary for the validity of the documents under the local law (as e.g. in Palestine) that revenue stamps be affixed to the form, this will be done and the cost of the stamps charged against public funds. (No stamp is necessary in English or Scottish cases.)

Specimen Form of Indemnity No. 1.

In consideration of my being carried at my request as a passenger in aircraft the property of the Air Council and/or in charge of any officer or airman, Royal Air Force, I undertake and agree that neither I nor my executors or administrators will make any claim against the Air Council or against any officer or airman, Royal Air Force, or against any person in the service of the Crown in respect of any loss or injury to property or person (including injury resulting in death) which I may suffer while or in consequence of my being so carried and I understand that no compensation will be paid by the Air Council or by any officer or airman, Royal Air Force, in respect of any such loss or injury and I agree so as to bind myself, my heirs, executors and administrators to indemnify the Air Council and any officer or airman, Royal Air Force, and any person in the service of the Crown against any claim which may be made by any third party against them or any of them arising out of any act or default on my part during, or in connection with, the said flight.

Signature of Applicant .....

Address and designation of Applicant.....

.....

Signature of Witness.....

Address and designation of Witness.....

.....

Dated..... 19....

Digitized by Google

Specimen Form of Indemnity No. 2.

(Scottish Cases.)

In consideration of my being carried at my own request as a passenger in aircraft the property of the Air Council and/or in charge of any officer or airman, Royal Air Force, I hereby agree to accept all the risks of and incident to such flights including any fault or negligence on the part of the Air Council or any officer or airman, Royal Air Force, or others, and I bind and oblige myself and my executors, successors, and representatives whomsoever not to make any claim against the Air Council or against any officer or airman, Royal Air Force, or against any person in the service of the Crown in respect of any loss or injury to property or person (including injury resulting in death) which I may sustain while or in consequence of my being so carried, and I understand and agree that no compensation will be payable to me or my foresaids by the Air Council or any officer or airman, Royal Air Force, or any other person in the service of the Crown in respect of any such loss or injury; and further, I hereby bind and oblige myself and my heirs, executors, successors and representatives whomsoever all jointly and severally to relieve, indemnify and safe and harmless keep the Air Council and the officers or airmen, Royal Air Force, or any of them and any other person in the service of the Crown from and against all actions, proceedings, claims and demands which may be made against them or any of them by any third party arising out of any act or default on my part during or in connection with said flights, and against all loss, damage or expense which the Air Council or the officers or airmen, Royal Air Force, or any of them or any person in the service of the Crown may sustain, incur or be liable to for or in consequence of any such actions, proceedings, claims or demands.

Signature of applicant.....

Address and designation of applicant.....

.....

Signature of first witness.....

Address and designation of witness.....

.....

Signature of second witness.....

Address and designation of witness.....

.....

Dated..... 19.....

Place .....

Digitized by Google

APPENDIX XXIV.

POSITION AND DUTIES OF THE FINANCIAL ADVISER AND CHIEF AUDITOR IN R.A.F. COMMANDS.

(Referred to in footnote to para. **2720**, clause 5).

1. In the Middle East, Iraq and Far East Commands civil officials are appointed with the title of "Financial Adviser and Chief Auditor to A.O.C." These officials are appointed from the Department of the Permanent Under-Secretary of State, who is the Accounting Officer for Air Votes; they are the Accounting Officer's direct representatives in the command for matters locally administered, and in that capacity report as may be necessary to the Director of Accounts.

2. The Chief Auditor will audit the public accounts of the command and will carry out test stocktakings and local inspections of accounting and financial records in accordance with his departmental instructions. He will be afforded any requisite facilities for these duties, including access to all documents of an accounting or financial character. He will bring to the A.O.C.'s notice any matters in which improvements in accounting control are in his opinion desirable.

3. He will give the A.O.C. financial advice on such matters of importance or doubt as are referred to him. He will also raise on his own initiative with the A.O.C. any matters with regard to which his financial knowledge and his responsibility for the audit of the accounts of all branches of the Air Force in the command may suggest to him that economies are practicable. Such advice will neither bind the A.O.C. nor relieve him of responsibility for any administrative action taken as a result of it, nor will it in any way relieve the heads of departments in the command of their primary duty of securing due economy in administering their services.

4. The Chief Auditor has no financial responsibility in regard to the placing or scrutiny of contracts, but, as the representative of the Accounting Officer, Air Ministry, he is concerned, in audit, with the observance of Treasury and Air Ministry restrictions on such points as money limits and the acceptance of the lowest tender. As in other matters, he acts as financial adviser to the A.O.C. on any contract matters on which the A.O.C. may find it desirable to consult him. Where the Chief Auditor has been so consulted in regard to a contract matter which has to be referred to the Air Ministry, and has expressed an opinion differing from that of the A.O.C., the latter will state the views of the Chief Auditor fully for the information of the Air Council.

5. His duties in relation to the writing-off of losses, &c., are referred to in para. **1332** and Appendix VI.

6. All decisions with a financial bearing affecting his duties will be communicated to him as early as possible.

7. The Chief Auditors also deal wholly, or in part, with the accounts of other commands and stations abroad, and make periodical visits of inspection as in clause 2. Their duties and procedure in relation to these other commands are laid down in separate instructions addressed to the air or other officer commanding concerned.

Digitized by Google

APPENDIX XXV.

(Referred to in para. **3691A,** clause 4.)

ROYAL AIR FORCE.

STATEMENT ON PROLONGATION OF ENGAGEMENT.

No..... Rank..... Name.....

I, the above-named airman, desiring to prolong my engagement for 4 years' reserve service, understand and accept the following conditions:—

1. On transfer to the reserve on completion of 12 years' regular service, a special gratuity of £100 will be awarded, instead of the ordinary service gratuity.

2. No ordinary reserve pay will be issuable during the first 3 years of reserve service, but the obligations of the prolonged engagement in respect of such service are not thereby affected.

3. The Air Council may, at their discretion, require attendance for annual training at any time during the period of reserve service, but, normally, this will not be required during the first 3 years of such service.

4. *Applicable to airman pilots only.*—Airman pilots who are transferred to the reserve under these conditions will receive the special flying reserve pay of £10 a year under the regulations contained in Air Publication 938 and will normally be required to perform flying training each year in accordance with those regulations.

Airman's signature.....

Witness's signature.....

Date.....

Digitized by Google

APPENDIX XXVI.

(Referred to in para. 750.)

SCHEDULE IV TO THE AIR NAVIGATION (CONSOLIDATION) ORDER, 1923, AS REVISED BY THE AIR NAVIGATION (AMENDMENT) ORDERS, 1937 AND 1938.

Rules as to Lights and Signals and Rules for Air Traffic.

PRELIMINARY.

Interpretation.

For the purposes of this Schedule—

(*a*) An aircraft shall be deemed to be "on the surface of the water" when any part of the aircraft is in contact with the water;

(*b*) An aircraft, being in the air or on the surface of the water, shall be deemed to be "under way" when it is not moored to the ground or to any fixed object on the land or in the water;

(*c*) An aircraft under way in the air or on the surface of the water shall be deemed to be "making way" when it has a velocity relative to the air or water respectively;

(*d*) An aircraft shall be deemed not to be "under control" when it is unable to execute a manœuvre required in respect of it by the rules laid down in this Schedule or by the Regulations for Preventing Collisions at Sea;

(*e*) The expression "landing area" means that part of an aerodrome which is reserved for departures and landings of aircraft;

(*f*) The expression "visible," when used in relation to lights, means visible on a dark night with a clear atmosphere;

(*g*) The expression "plane of symmetry," in relation to an aircraft, means the plane of symmetry passing through the longitudinal axis of the aircraft;

(*h*) The angular limits for lights laid down in the rules contained in Section I of this Schedule shall be determined when the aircraft is in its normal attitude for flying on a rectilinear horizontal course.

SECTION I.

Rules as to Lights and Visual Signals to be displayed and Sound Signals to be made by Aircraft.

General.

1.—(1) The rules as to lights to be displayed by aircraft contained in this Section of this Schedule shall be complied with by aircraft in all weathers during the period from sunset to sunrise or, in the case of aircraft being on or over the territory of a State by the law of which any other period is substituted for the period aforesaid, during the period so substituted.

Digitized by Google

(2) Throughout the period during which the said rules are to be complied with no other lights shall be displayed which may be mistaken for the lights required to be displayed by those rules.

(3) The lights required to be displayed by the said rules shall not be dazzling.

2.—(1) In the event of the failure of any light which is required by this Section of this Schedule to be displayed by aircraft in flight, the aircraft concerned shall, if the light cannot immediately be repaired or replaced, land as soon as it can do so without danger.

(2) Where owing to the difficulty of producing lamps to meet the requirements of this Section of this Schedule as regards sector lights, an overlap of those lights is unavoidable, the overlap shall be kept as small as possible; there shall be no sector in which no light is visible.

3. Nothing in this Section of this Schedule shall interfere—

(*a*) with the operation of any special rules made by any State with respect to additional signal or station lights for military aircraft, aircraft exclusively employed in State service or aircraft in group formation; or

(*b*) with the exhibition of recognition signals adopted by owners of aircraft which have been authorised by their respective Governments and duly published.

Lights and Visual Signals to be displayed by Aircraft.
Flying Machines.

4.—(1) Every flying machine in the air or on the landing area of a land aerodrome shall display the following lights, that is to say:—

(*a*) on the right side, a green light, fixed so as to show an unbroken light, visible at a distance of at least 5 miles, throughout a dihedral angle of 110° formed by two vertical planes, of which one is parallel to the plane of symmetry of the aircraft and directed dead ahead, and the other is directed to the right;

(*b*) on the left side, a red light, fixed so as to show an unbroken light, visible at a distance of at least 5 miles, throughout a dihedral angle of 110° formed by two vertical planes, of which one is parallel to the plane of symmetry of the aircraft and directed dead ahead, and the other is directed to the left;

(*c*) at the rear, a white light, fixed so as to show astern an unbroken light, visible at a distance of at least 3 miles, throughout a dihedral angle of 140° formed by two vertical planes and bisected by the plane of symmetry of the aircraft.

(2) In cases where, in order to comply with the foregoing provisions of this paragraph, a single light has to be replaced by several lights, the field of visibility of each of those lights shall be so limited that only one of them can be seen at a time.

(3) In the case of a flying machine with a maximum span of less than 65 feet, the lights required by this paragraph to be displayed may be combined in one or more lamps placed centrally, provided that the requirements of this paragraph as to colour and visibility are complied with.

Digitized by Google

5. Every flying machine under way on the surface of the water shall display lights in accordance with the following provisions of this paragraph:—

(*a*) if it is under control and is not being towed, it shall display the lights specified in paragraph 4 of this Schedule and in addition, forward, a white light, fixed so as to show forward an unbroken light, visible at a distance of at least 3 miles, throughout a dihedral angle of 220° formed by two vertical planes and bisected by the plane of symmetry of the aircraft;

(*b*) if it is being towed it shall display the lights specified in paragraph 4 of this Schedule;

(*c*) if it is not under control, it shall display two red lights placed where they can best be seen, one vertically over the other, not less than 3 feet apart, and both being visible, so far as practicable, all round the horizon, at a distance of at least 2 miles, and it shall also display—

(i) if making way, the lights specified in paragraph 4 of this Schedule; or

(ii) if not making way, the light specified in sub-paragraph (1) (*c*) of paragraph 4 of this Schedule;

(*d*) if it is towing another flying machine or a glider, it shall display the lights specified in paragraph 4 of this Schedule and it shall also display, forward, two white lights placed where they can best be seen, one vertically over the other, not less than 6 feet apart, and both being visible at a distance of at least 3 miles, throughout a dihedral angle of 220° formed by two vertical planes and bisected by the plane of symmetry of the aircraft.

6. Every flying machine at anchor or moored on the surface of the water shall display lights in accordance with the following provisions of this paragraph:—

(*a*) in every case it shall display forward centrally where it can best be seen a white light visible all round the horizon at a distance of at least 1 mile;

(*b*) in a case where the length of the flying machine is 150 feet or upward, it shall display, in addition to any other light required by this paragraph to be displayed, a white light at or near its stern at a lower height than the forward light specified in sub-paragraph (*a*) of this paragraph, and visible all round the horizon at a distance of at least 1 mile;

(*c*) in a case where the maximum lateral dimension of the flying machine is 150 feet or upwards, it shall display, in addition to any other light required by this paragraph to be displayed, a white light on each side placed in such manner as to demarcate the maximum lateral dimension of the flying machine and visible, so far as practicable, all round the horizon at a distance of at least 1 mile.

Gliders and free balloons.

7.—(1) In all cases in which flying machines are required by this Section of this Schedule to display lights, a glider shall display a red light visible, so far as practicable, in all directions.

Digitized by Google

(2) A free balloon shall display a red light placed not less than 15 or more than 30 feet below the basket and visible, so far as practicable, in all directions at a distance of at least 2½ miles.

Captive Balloons and Kites.

8.—(1) In the case of a captive balloon or kite, lights shall be displayed in accordance with the following provisions of this sub-paragraph :—

(*a*) the balloon or kite when flown at an altitude exceeding 200 feet above the ground or at any altitude if it is less than 3 miles from an aerodrome or from a recognised air route, shall display a group of two lights consisting of a white light placed 12 feet vertically above a red light, both these lights being visible, so far as practicable, in all directions at a distance of at least 2½ miles, and the white light being placed not less than 15 or more than 30 feet below the basket, or, if there is no basket, below the lowest part of the balloon or kite;

(*b*) in addition, from the mooring cable of the balloon or kite there shall be displayed, at intervals of 1,000 feet measured from the said group of two lights, similar groups of two lights, white and red, and, if the lowest group of lights is obscured by clouds, an additional group shall be displayed below the cloud base;

(*c*) in addition, the position of the object to which the balloon or kite is moored on the ground shall be marked by a group of three flashing lights arranged in a horizontal plane at the apexes of a triangle approximately equilateral and each side of which measures at least 80 feet; the side of this triangle, perpendicular to the horizontal projection of the cable, shall be delimited by two red lights; the third light shall be a green light placed opposite the direction of the cable.

(2) By day the mooring cable of a captive balloon shall have attached to it at intervals of not more than 600 feet measured from the basket, or, if there is no basket, from the lowest part of the balloon, tubular streamers not less than 16 inches in diameter and 6 feet in length, and marked with alternate bands of white and red 20 inches in width.

(3) By day the mooring cable of a kite shall be marked, either

(*a*) in the manner required by the last preceding sub-paragraph in the case of a captive balloon; or

(*b*) by streamers of stout paper attached to the cable at intervals of 300 feet measured from the lowest part of the kite, being streamers not less than 32 inches in length or 1 foot in width in their widest part and marked with alternate bands of white and red 4 inches wide.

(4) By way of exception to the provisions of this paragraph, captive balloons and kites used for meteorological observations which, owing to their insufficient static lift, cannot display the lights and signals required by this paragraph to be displayed may be flown, but only over areas which are notified as danger areas by notices to airmen. In every such case the position of the object to which the captive balloon or kite is moored on the ground shall be marked as required by sub-paragraph (1) (*c*) of this paragraph.

Digitized by Google

Airships.

9.—(1) Except as provided in the next following paragraph, an airship when under way shall display the following lights:—

(*a*) forward, a white light, fixed so as to show forward an unbroken light, visible at a distance of at least 5 miles, throughout a dihedral angle of 220° formed by two vertical planes and bisected by the plane of symmetry of the aircraft;

(*b*) on the right side, a green light fixed so as to show an unbroken light visible at a distance of at least 5 miles, throughout a dihedral angle of 110° formed by two vertical planes, of which one is parallel to the plane of symmetry of the aircraft and directed dead ahead, and the other is directed to the right;

(*c*) on the left side, a red light fixed so as to show an unbroken light visible at a distance of at least 5 miles, throughout a dihedral angle of 110° formed by two vertical planes, of which one is parallel to the plane of symmetry of the aircraft and directed dead ahead, and the other is directed to the left;

(*d*) at the rear, a white light fixed so as to show astern an unbroken light, visible at a distance of at least 3 miles, throughout a dihedral angle of 140° formed by two vertical planes and bisected by the plane of symmetry of the aircraft.

(2) In a case where, in order to comply with the foregoing provisions of this paragraph, a single light has to be replaced by several lights, the field of visibility of each of those lights shall be so limited that only one can be seen at a time.

10.—(1) An airship which is under way and which is not under control, or which has voluntarily stopped its engines, or which is being towed, shall display the following lights:—

(*a*) the forward and rear lights specified in sub-paragraphs 1 (*a*) and (1) (*d*) of the last foregoing paragraph;

(*b*) in addition, below the airship, two red lights placed vertically one below the other 12 feet apart, the upper light being 25 feet below the control car, and both being visible, so far as practicable, in all directions at a distance of not less than 2½ miles;

(*c*) in addition, if making way but not otherwise, the side light specified in sub-paragraphs (1) (*b*) and (1) (*c*) of the last foregoing paragraph.

(2) By day, an airship in the circumstances mentioned in sub-paragraph (1) of this paragraph shall display a group of two black balls or shapes, each at least 2 feet in diameter, placed vertically one below the other 12 feet apart, the upper one being 25 feet below the control car, and both being visible, so far as practicable, in all directions.

Where necessary, in order to comply with the foregoing provisions of this sub-paragraph, the said group of two black balls or shapes may be duplicated.

11.—(1) An airship when moored to a mooring mast shall display at or near the rear a white light visible, so far as practicable, in all directions at a distance of at least 3 miles.

Digitized by Google

(2) An airship when moored to the ground or the surface of the water by a cable, shall display, forward, the white light specified in sub-paragraph (1) (*a*) of paragraph 9 of this Schedule and at the rear the white light specified in sub-paragraph (1) (*d*) of that paragraph, and in addition the airship and its mooring cable shall be lighted or marked in accordance with such of the provisions of paragraph 8 of this Schedule as are applicable in the case of a captive balloon.

(3) An airship while picking up its moorings, although it shall be considered as being under way and not being under control, shall display only the lights required by paragraph 9 of this Schedule to be displayed until it is finally made fast.

Sound Signals.

12. In fog, mist, falling snow or heavy rainstorm, whether by day or night, an aircraft on the water shall make the following sound signals:—

(*a*) if not anchored or moored, a sound, at intervals of not more than two minutes, consisting of two blasts of about 5 seconds' duration with an interval of about 1 second between them;

(*b*) if at anchor or moored, the rapid ringing of an efficient bell or gong for about 5 seconds, at intervals of not more than 1 minute.

SECTION II.

Rules as to ground markings and signalling.

General.

13. The meanings given to the various markings, lights and signals in this Section of this Schedule are reserved to them exclusively.

Ground markings, lights and signals on and in the vicinity of aerodromes open to public use.

14. At every land aerodrome open to public use the following requirements shall be complied with:—

(1) The boundaries of the landing area shall, by means of suitable markings, be rendered clearly visible both to aircraft in the air and to aircraft manœuvring on the landing area;

(2) In addition, a marking in the form of a circle may be placed on the landing area;

(3) All obstructions existing on the landing area shall be clearly marked;

(4) In case part of the landing area should become unfit for use, such part shall be delimited by clearly visible markings or flags, and may, in addition, be indicated by one or more clearly visible crosses.

15. At every aerodrome open to public use the following requirements shall be complied with:—

(1) The direction of the wind at the landing area shall be clearly indicated by a landing T, wind sleeve, smoke producing wind indicator or other recognised method.

Digitized by Google

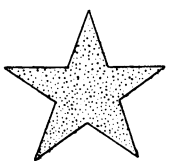
(2) If there is a landing T,

(*a*) it shall be used to indicate the compulsory direction for landing and taking off, even should such direction not correspond to the direction of the wind.

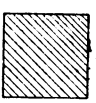
(*b*) normally it shall be placed so that the shaft of the T lies along the direction of the wind with the cross arm set at that end of the shaft from which the wind is blowing;

(*c*) if there is either no wind or a slight irregular wind, the T shall be fixed in the direction in which landing or departure is to be made and the fact that it is fixed shall be indicated by the presence of a ball, mounted on a mast in the signal area and clearly visible both to aircraft in flight and to aircraft manœuvring on the landing area.

(3) When, by way of exception, the landing area at any aerodrome is regarded as divided into two approximately equal zones, one for departures and the other for landings, as provided for in paragraph 45 of this Schedule, this exceptional arrangement shall be indicated by a full star of five points, as illustrated below, of such a size that lines joining the successive points of the star would form a regular pentagon which could be inscribed in a circle the diameter of which is not less than 50 feet.



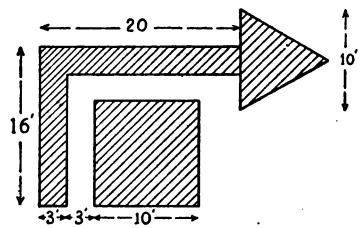
(4) (*a*) When in conformity with paragraph 37 of this Schedule the Secretary of State temporarily suspends wholly or partially in respect of any aerodrome in Great Britain and Northern Ireland which is open to public use the application of the special rules for air traffic contained in Section V of this Schedule there shall, to indicate such suspension, be placed horizontally a red square panel each side of which measures at least 10 feet, as illustrated below:—



(*b*) If during such suspension as aforesaid it is provided among other things that in the case of a flying machine (i) flying outside a landing area at a distance of less than 2,000 yards from the nearest point of such area or (ii) making a circuit or partial circuit immediately after taking off or prior to landing, as referred to in paragraph 39 (*b*) and paragraph 43 respectively of this Schedule, the landing area is to be kept on the right of the flying machine and the circuit or partial circuit is to be right-handed, the red square

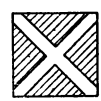
Digitized by Google

panel specified in sub-paragraph (*a*) of this sub-paragraph shall along two of its sides be bordered by a red rectangular panel at least 3 feet in width, separated from the central panel by at least 3 feet, and at the extremity of one of the rectangular panels there shall be placed a red equilateral triangle, each side of which measures 10 feet, to indicate that the landing area is to be kept on the right and that circuits or partial circuits are to be right-handed, as illustrated below:—

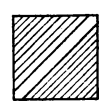


If, however, the only object of such suspension as aforesaid is that in such a case the landing area shall be kept on the right and that circuits or partial circuits shall be right-handed, the red square panel shall not be displayed.

(5) (*a*) When special circumstances necessitate a prohibition to land liable to be prolonged there shall be placed horizontally a red square panel, each side of which measures at least 10 feet and the diagonals of which shall be marked by yellow strips at least 20 inches in width arranged in the form of an X, as illustrated below:—



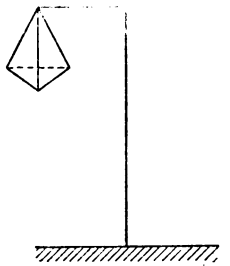
(*b*) When owing to the bad state of the landing area, or for any other reason the observance of precautions in landing is required, there may be placed horizontally a red square panel each side of which measures at least 10 feet and one of the diagonals of which shall be marked by a yellow strip at least 20 inches in width, as illustrated below:—



(*c*) When a landing by means of a radioelectric guide is taking place that fact may be indicated by hoisting on a mast a

Digitized by Google

yellow triangular equilateral pyramid, each side of which measures at least 6 feet, as illustrated below:—



(*d*) The use of the signals provided for in sub-paragraphs (*b*) and (*c*) of this sub-paragraph is optional.

(6) The signals referred to in the above sub-paragraphs of this paragraph shall, whenever possible, be displayed in a special part of the aerodrome selected as a signal area; by way of exception the wind indicators and the landing T referred to in sub-paragraphs (1) and (2) of this paragraph may be located elsewhere in the aerodrome.

(7) During periods of poor visibility the lights existing for night lighting shall be operated by day, whenever possible and in so far as necessary.

16.—(1) At every aerodrome open to public use and used for night flying the following requirements shall be complied with during the working hours of the night service:—

(a) *As to dangerous lights:—*

No lights shall be exhibited at or in the neighbourhood of an aerodrome which may endanger the safety of aircraft, whether by reason of glare, or by causing confusion with or preventing clear visual reception of the lights or signals required by this Schedule to be displayed;

(b) *As to aerodrome beacon:—*

The position of the aerodrome may be indicated by a luminous beacon.

(2) At every land aerodrome open to public use and used for night flying the following requirements shall be complied with during the working hours of the night service:—

(a) *As to lighting of obstructions:—*

Fixed red lights shall be displayed:—

(i) on all obstructions within the landing area which constitute a danger to aircraft in motion on the landing area;

(ii) as far as possible, on all obstructions within 1,000 yards of the boundary of the landing area and constituting a

Digitized by Google

danger to aircraft approaching or leaving the aerodrome in a normal manner. In case it should be impossible to exhibit fixed red lights on such obstructions, the horizontal projection and the centre of the obstructions shall, as far as possible, be clearly indicated by synchronised red flashing or occulting lights, placed on a level with or near to the ground.

(b) *As to lighting of landing T and of wind indicators :—*

The landing T, if used, and at least one of the wind indicators shall be illuminated with fixed lighting, preferably white.

(c) *As to lighting of signals :—*

The signals displayed in the signal area and also the signals referred to in sub-paragraphs (3), (4) and (5) of paragraph 15 of this Schedule, when used and wherever displayed, shall be suitably illuminated.

(d) *As to lighting of landing area :—*

(i) The landing area or the part thereof on which landings should be made shall be illuminated, if possible, by a floodlight or floodlight system during landing manœuvres.

(ii) In default of such method of illumination as aforesaid, one of the two following alternative methods of illumination shall be used :—

First method :—

There shall be laid out on the ground a line of lights, spaced 50 yards apart, consisting of a central section of six white lights, to indicate that landings should be made on the adjacent portion of the landing area and on either side of the said line, and at least two green lights at one end of the said line and at least two red lights at the other end of the said line, to indicate that landings should be made from the direction of the said green lights towards the said red lights;

Second method :—

There shall be laid out on the ground lights in the form of a T, the shaft of which shall be composed of at least four lights in a line at least 250 yards in length. The light at the foot of the T shall indicate the place where a flying machine or glider should first make contact with the ground and the cross arm of the T shall indicate the place where it should finish its run. Landings may be made on either side of the shaft of the T but always parallel thereto, provided that, in the event of the area situate on either side of the shaft of the T becoming obstructed, the light indicating the cross arm of the T on that side shall be removed and landing shall be effected on the opposite side of the shaft of the T.

If either of the two alternative methods of illumination referred to above is used, the landing T shall not be displayed.

Digitized by Google

(e) *As to approach lighting :—*

The most favourable sectors of approach to the landing area may be indicated by green lights.

(f) *As to boundary lighting :—*

The boundary of the landing area shall be marked by fixed aviation-yellow lights, normally laid out 100 yards apart:

Provided that:—

(i) when there are obstructions on the boundary of the landing area, the lights serving to mark such obstructions may take the place of boundary lights;

(ii) when local conditions render unavoidable the use of gas boundary lights, such lights may be given an intermittent character;

(iii) when the boundary of the landing area cannot be marked, only the extremities of such landing area between which aircraft may move without danger shall be indicated by fixed aviation-yellow lights.

(3) At every water aerodrome open to public use and used for night flying the requirements specified in sub-paragraph (2) of this paragraph shall be complied with except in cases where compliance therewith is obviously impossible.

Distress, Urgency and Safety Signals.

17.—(1) (*a*) None of the signals referred to in this paragraph may be transmitted except with the authority of the commander or person responsible for the aircraft from which such signals are transmitted.

(*b*) When such signals are sent by radiotelegraphy or radiotelephony, the group or spoken expression shall be sent three times and followed by the group DE and the call sign, also sent three times, of the aircraft which sends it.

(2) *As to distress signals :—*

When an aircraft is threatened by grave and imminent danger and requires immediate assistance, the following signals shall be used or displayed, either together or separately, before the sending of a message:—

(*a*) In radiotelegraphy the signal SOS (··· — — — ···).

(*b*) In radiotelephony the spoken expression "MAYDAY" (corresponding to the French pronunciation of the expression "m'aider").

(*c*) In visual signalling

(i) The signal SOS (··· — — — ···) made with signalling apparatus.

(ii) A succession of red pyrotechnical lights fired at short intervals.

(iii) The two flag signal corresponding to the letters "NC" of the International Code of Signals.

(iv) The distant signal, consisting of a square flag having, either above or below it, a ball or anything resembling a ball.

Digitized by Google

(*d*) In sound signalling.

(i) The signal SOS (··· — — — ···) made with any sound apparatus.

(ii) A continuous sounding made with any sound apparatus.

(3) *As to urgency signals*:—

(*a*) When an aircraft wishes to give notice of difficulties which compel it to land without requiring immediate assistance, the following signals shall be used or displayed, either together or separately, before the sending of a message:—

(i) In radiotelegraphy the group PAN (·— —· · — —·), sent with the three letters well separated so that the signals AN may not be transformed into one signal P.

(ii) In radiotelephony the spoken expression PAN, which should be pronounced like the French word "PANNE."

(iii) In visual signalling:—
By day: a succession of white pyrotechnical lights.
By night: a succession of white pyrotechnical lights or a succession of short and intermittent flashes with the navigation lights.

(*b*) When the signal PAN is sent by an aircraft without any message following, it shall signify that the aircraft has been compelled to land and is unable to transmit its intended message owing to the rapidity of the landing, but does not require immediate assistance.

(*c*) When an aircraft has a very urgent message to transmit concerning the safety of the aircraft or of any person on board or within range of assistance or the safety of another aircraft, or of any ship or vehicle, the following signals (which as a general rule will be addressed to a specific authority) shall be used or displayed, either together or separately, before the sending of the message:—

(i) In radiotelegraphy the group X X X (— ·· — — ·· — — ·· —) with the letters of each group and the successive groups clearly separated from each other.

(ii) In visual signalling either a succession of green pyrotechnical lights or a succession of green flashes made with signalling apparatus.

(4) *As to safety signals*:—

When an aircraft is about to transmit a message concerning the safety of navigation or giving important meteorological warnings, the following signals shall be used, either together or separately, before the sending of a message:—

(*a*) In radiotelegraphy the group T T T (— — —) with the letters of each group and the successive groups clearly separated from each other.

Digitized by Google

(*b*) In radiotelephony the French word "SÉCURITÉ" corresponding to the English pronunciation of the syllables SAY-CURE-E-TAY.

Other Signals to or from Aircraft.

18. At aerodromes open to public use:—

(1) By day and by night, when there is an officer controlling traffic, he shall, except as permitted by sub-paragraph (2) of this paragraph, use the following signals (which may be preceded by the last three letters of the registration group of the aircraft to which the signal is addressed sent in the International Morse Code by using a luminous beam of the same colour as the signal which is to follow):—

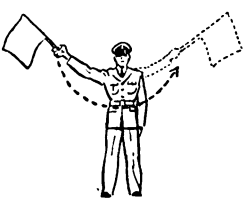
(*a*) to authorise movement on the landing area other than taking-off, he shall direct at the aircraft an intermittent white luminous beam;

(*b*) to authorise taking off, he shall direct at the aircraft a continuous white luminous beam;

(*c*) to prohibit taking off or any movement on the landing area, he shall direct at the aircraft an intermittent red luminous beam.

(2) By day, when there is on the landing area an officer controlling traffic, he may use the following signals:—

(*a*) to authorise movement on the landing area other than taking-off, he shall wave a small white flag in the direction to be followed as shown in the diagram below:—



(*b*) to authorise taking off, he shall lower a small white flag in the direction of taking-off as shown in the diagram below:—

Digitized by Google

(*c*) to prohibit taking-off or movement towards the taking-off point, he shall raise a small red flag as shown in the diagram below:—

(*d*) to prohibit landing, he shall wave a small red flag, vertically above his head as shown in the diagram below:—

(3) (*a*) An aircraft wishing to land at night, without being compelled to do so, on an aerodrome having a ground control, shall, before landing, ask permission by a signal made either by radiotelegraphy or radiotelephony or by a visual signal made by means of a lamp or projector but not by means of the navigation lights.

(*b*) The visual signal, sent by International Morse Code, shall be composed of the last three letters of the registration group of the aircraft and shall be repeated for as long as may be necessary.

(*c*) The reply shall be given from the ground to the aircraft either by radiotelegraphy or radiotelephony or by visual signal, provided that, when permission has been asked by visual signal, the reply shall always be given by visual signal.

(*d*) When the reply is given by visual signal, such signal shall consist of a repetition of the three-letter sign specified in sub-paragraph (*b*) of this sub-paragraph, sent by means of the signalling lights of the aerodrome and made either by a group of lights arranged on a horizontal plane at the apexes of an equilateral triangle, each side of which measures not less than 3 nor more than 10 feet, or by a luminous beam directed at the aircraft.

(*e*) In giving the visual signal in reply, the colour green shall be used to give permission to land and the colour red shall be used to prohibit landing.

Digitized by Google

19.—(1) At every aerodrome the firing of a red pyrotechnical light or the display of a red flare from the ground, whether by day or by night and notwithstanding any previous permission, shall be taken as an instruction to aircraft in flight that they are not to land for the moment and to aircraft manœuvring on the landing area that they are to cease to move.

(2) At aerodromes provided with the triangular device specified in paragraph 18 (3) (*d*) of this Schedule the emission by means of such device of intermittent red lights shall, whether by day or by night and notwithstanding any previous permission, be taken as an instruction to aircraft in flight that they are not to land for the moment.

20. To require an aircraft to land, the following signals shall be used:—

By day and by night, a series of projectiles discharged at intervals of 10 seconds, each showing on bursting green lights or stars;

In addition, if it is necessary to distinguish amongst several the aircraft which is to land, a continuous white luminous beam shall be directed at that aircraft:

Provided that, when the authority who desires to give the order to land is able to establish a radioelectric communication with the aircraft, this order may be given by using the means of communication established.

21. To warn an aircraft that it is in the vicinity of a prohibited area (including areas flight over which is temporarily prohibited or restricted) and should change its course, the following signals shall be used:—

(*a*) By day, a series of projectiles discharged at intervals of 10 seconds, each showing on bursting black or white smoke;

(*b*) By night, a series of projectiles discharged at intervals of 10 seconds, showing on bursting white lights or stars, or an intermittent white luminous beam directed at the aircraft:

Provided that, when the authority who desires to give the order for the change of course referred to in this paragraph is able to establish a radioelectric communication with the aircraft, this order may be given by using the means of communication established.

Section III.

General Rules for Air Traffic.

22. Subject to the provisions of paragraphs 29 and 35 (*a*) and (*c*) of this Schedule, flying machines shall always give way to gliders and to balloons, fixed or free, and to airships, and airships shall always give way to gliders and to balloons, whether fixed or free.

23. An airship which is under way and which is not under control or which has voluntarily stopped its engines shall, for the purposes of the provisions of this Section of this Schedule, be classed as a free balloon.

24.—(1) When circumstances permit, an aircraft can ascertain risk of collision with another aircraft by carefully watching the successive compass bearings and angles of elevation of the other aircraft and it shall consider that risk of collision with the other aircraft exists if neither the bearing nor the angle of elevation changes appreciably and if the distance between the two aircraft diminishes.

(2) The term "risk of collision" includes all risk of accident due to undue proximity of other aircraft.

Digitized by Google

25. Every aircraft which is required by the rules contained in paragraphs 22, 23 and 24 of this Schedule to give way to another aircraft to avoid collision, shall keep at a safe distance, having regard to the circumstances of the case.

26. While observing the provisions relative to risk of collision contained in paragraphs 24 and 25 of this Schedule, a mechanically-driven aircraft must always manœuvre according to the rules contained in paragraphs 27, 28, 29, 30 and 31 of this Schedule as soon as it is apparent that, if it pursued its course, it would not pass clear of another aircraft.

27. When two mechanically-driven aircraft are meeting end on or nearly end on, each shall, without prejudice to the application of the provisions of paragraph 22 of this Schedule, alter its course to the right.

28. Subject to the application of the provisions of paragraphs 22 and 35 (*c*) of this Schedule, when two mechanically-driven aircraft are on courses which cross, the aircraft which has the other on its own right side shall keep out of the way of the other.

29. An aircraft which overtakes another aircraft shall keep out of the way of the overtaken aircraft by altering its own course to the right.

If an aircraft approaches another aircraft from the rear, following a course forming an angle of less than 70° with the plane of symmetry of the latter, that is to say, is in such a position with reference to the other aircraft that at night it would be unable to see either of that aircraft's side lights, the aircraft approaching the other shall consider itself to be an overtaking aircraft, and no subsequent alteration of the relative position of the two aircraft shall make the aircraft which approaches the other a crossing aircraft within the meaning of these rules, or relieve it of the duty of keeping clear of the course of the overtaken aircraft until it is entirely past and clear.

As by day an aircraft which approaches another aircraft from the rear cannot always know with certainty whether it comes within the case provided for in the last preceding sub-paragraph, it should, if in doubt, assume that it is overtaking the other aircraft and alter its own course to the right.

30. Every aircraft which is obliged by the rules contained in this Schedule to keep out of the way of another aircraft shall, if the circumstances of the case admit, avoid passing over or under the other or crossing ahead of it.

31. Where by any of the rules contained in this Schedule one of two aircraft is to keep out of the way, the other shall keep its course and speed. When, however, in consequence of thick weather or any other cause, the aircraft having the right of way finds itself so close that collision cannot be avoided by the action of the giving-way aircraft alone, it shall take such action as will best aid to avert collision.

32. Every aircraft in a cloud, fog, mist or other conditions of bad visibility, shall proceed with caution, having careful regard to existing circumstances.

Every aircraft when flying beneath clouds shall always do so, so far as it is safe and practicable, at such a distance below the clouds as will enable it readily to see and be seen.

Digitized by Google

33. In order to obviate the increased risk of collision which exists on air traffic routes, the following rules shall be observed by flying machines, gliders and airships when flying on or in the vicinity of such routes:—

(*a*) An aircraft when flying by compass along the straight line (rhumb line) joining two points on an air traffic route in common use shall keep such line at least 1,000 yards on its left.

(*b*) An aircraft following either an officially recognised air traffic route or a route frequented by aircraft and indicated on the ground by a line of landmarks such as a road, railway, river, canal or coast line, etc., shall keep such route at least 300 yards on its left.

(*c*) An aircraft shall not fly keeping on its right any of the lines or routes referred to in this paragraph except at a distance therefrom sufficient to avoid aircraft following such lines or routes in accordance with the rules contained in this paragraph.

(*d*) An aircraft crossing one of the lines or routes referred to in this paragraph shall cross it at right angles as rapidly as possible.

(*e*) In the case of prearranged flights in group formation, the aircraft of the leader of the group shall lead the flight in such a manner that every aircraft in the group can comply with the rules contained in this paragraph.

34. To facilitate compliance with the rules for air traffic contained in this Schedule, the pilot of a flying machine shall, save in exceptional circumstances, be placed either in the plane of symmetry of the flying machine or on the left-hand side of such plane.

Section IV.

Special Rules for Air Traffic on and in the Vicinity of all Aerodromes.

35. On and in the vicinity of all aerodromes:—

(*a*) aircraft about to land on the aerodrome shall be given free way;

(*b*) aircraft about to take off shall not attempt to do so until there is no risk of collision with another aircraft;

(*c*) in the case of one flying machine or glider and another flying machine or glider both approaching the aerodrome for the purpose of landing, the flying machine or glider flying at the greater height shall be responsible for avoiding the flying machine or glider flying at the lower height but the latter flying machine or glider shall, if the contingency arises, comply with the provisions of paragraph 29 of this Schedule.

Section V.

Special Rules for Air Traffic on and in the Vicinity of Aerodromes open to Public Use.

General.

36.—(1) The rules contained in this Section of this Schedule shall be applied on and in the vicinity of aerodromes open to public use for flying machines.

(2) Gliders on and in the vicinity of aerodromes open to public use shall comply with the rules contained in this Section of this Schedule so far as possible.

Digitized by Google

37. The Secretary of State may temporarily suspend the application of all or any of the rules contained in this Section of this Schedule in respect of any aerodrome in Great Britain and Northern Ireland which is open to public use. Where any such suspension is for the time being in force with respect to any aerodrome, there shall be displayed at that aerodrome the appropriate signals provided for in paragraph 15 (4) of this Schedule.

38. At land aerodromes a neutral zone, situated along the perimeter of the landing area and at the approaches to the hangars, may be set apart for flying machines manœuvring on the ground.

Flight over or in the Vicinity of the Landing Area.

39. Subject to the provisions of any special regulations in force with respect to any particular aerodrome,

(*a*) a flying machine shall not fly over the landing area of an aerodrome at a lower height than 2,000 feet except when departing therefrom or landing thereat.

(*b*) every flying machine flying outside a landing area at a distance of less than 2,000 yards from the nearest point of such area shall, unless it is flying at a greater height than 2,000 feet, keep the landing area on its left.

40. Flying machines shall not engage in aerial acrobatics in the vicinity of aerodromes at a distance of less than 4,000 yards from the nearest point of the perimeter of the aerodrome, unless they are flying at a greater height than 6,000 feet.

41. When a flying machine is about to land by means of a radio-electric guide, other flying machines, in order to avoid collision, shall comply with any local regulations in force which may be applicable or, in default of any such regulations, shall fly as low as possible below the clouds.

42. No fixed balloon, kite or moored airship shall be elevated in the vicinity of any aerodrome without permission duly given under the law of the country in which the aerodrome is situated. As respects aerodromes situated in Great Britain and Northern Ireland such permission may be given by the Secretary of State.

Rules to be observed for Departures and Landings.

43. If a flying machine starting from or about to land on an aerodrome makes a circuit or partial circuit, the turning shall be made clear of the landing area and shall be left-handed (anti-clockwise) so that during such circuit the landing area shall always be on its left, unless either of the signals provided for in paragraph 15 (4) (*b*) of this Schedule is displayed, when the turning shall be right-handed.

44.—(1) Every flying machine when taking off from or landing at an aerodrome shall do so upwind, except when the natural conditions of the aerodrome do not permit. If, however, there is a landing T as provided for in sub-paragraph (2) of paragraph 15 of this Schedule or a line of lights or lights in the form of a T as provided for in

Digitized by Google

sub-paragraph (2) (*d*) (ii) of paragraph 16 of this Schedule, the flying machine shall take off or land in the direction indicated by the T (i.e., by following the direction of the shaft of the T towards the cross arm of the T) or by the line of lights or lights in the form of a T as the case may be.

(2) Landings shall be preceded by a descent in a straight line, commencing at least 300 yards outside the perimeter of the landing area.

(3) Every flying machine landing at an aerodrome shall leave clear on its left any flying machine which has already landed or is already landing, or which is taking off or about to take off.

(4) Every flying machine taking off from an aerodrome shall leave clear on its left any flying machine which is already taking off.

(5) In observing the rules contained in this paragraph, every flying machine, when landing or taking off, shall leave a reasonable space on its right for other flying machines to land or take off.

(6) At an aerodrome two or more flying machines shall not take off or land simultaneously unless such simultaneous taking off or landing is prearranged.

(7) For the purposes of this paragraph two or more flying machines taking off or landing simultaneously by prearrangement shall be regarded as a single flying machine.

45.—(1) By way of exception, the landing area at an aerodrome may be regarded as divided into two approximately equal zones by a vertical plane orientated in the direction of departure and landing described in sub-paragraph (1) of paragraph 44 of this Schedule; in such a case, for an observer facing in the same direction as that in which departures and landings are to be made, the zone on the right shall be reserved for landings, and the zone on the left for departures.

(2) The aerodromes to which this paragraph applies shall be indicated by the signal provided for in sub-paragraph (3) of paragraph 15 of this Schedule.

(3) At aerodromes to which this paragraph applies a flying machine when landing shall do so in conformity with the provisions of sub-paragraphs (1) and (2) of paragraph 44 of this Schedule, as far as possible to the left in the zone reserved for that purpose, but leaving clear on its left any other flying machine which has already landed or which is landing.

(4) At aerodromes to which this paragraph applies a flying machine when taking off shall do so in conformity with the provisions of sub-paragraph (1) of paragraph 44 of this Schedule, as far as possible to the left in the zone reserved for that purpose but leaving clear on its left any other flying machine which is already taking off.

46. At land aerodromes having a ground control no flying machine having proceeded on to the landing area with the intention of taking off shall take off until it has received permission to do so by the signal specified in sub-paragraph (1) (*b*) or sub-paragraph (2) (*b*) of paragraph 18 of this Schedule.

Rules to be observed for Manœuvres on the Ground.

47.—(1) At every land aerodrome a flying machine moving on the ground in the landing area shall normally do so in the direction of landing.

Digitized by Google

It may, however, in order to shorten its course, cross the landing area to reach its point of taking off or the boundary, provided that in the course of such movement turns are always made to the left, that it gives free way to every aircraft leaving or landing, and that it conforms to the general air traffic rules contained in paragraphs 27, 28, 29, 30 and 31 of this Schedule.

(2) At every water aerodrome the rules for land aerodromes contained in sub-paragraph (1) of this paragraph shall apply, subject, however, to the provisions contained in paragraph 49 of this Schedule.

48. At aerodromes having a ground control, in addition to complying with the rules contained in paragraph 47 of this Schedule a flying machine shall not proceed on to the landing area until it has received permission to do so by the signal specified in sub-paragraph (1) (*a*) or sub-paragraph (2) (*a*) of paragraph 18 of this Schedule.

Section VI.

Rules relating to Aircraft on the Surface or near the Surface of the Water.

49. Every aircraft manœuvring under its own power on the water shall conform to the Regulations for Preventing Collisions at Sea, and for the purposes of those Regulations shall be deemed to be a steam-vessel;

Provided that—

(*a*) In conforming with the said Regulations it shall be borne in mind that steam-vessels in narrow channels are not able to manœuvre so as to avoid collision with aircraft.

(*b*) The aircraft shall carry only the lights specified in Section I of this Schedule and not those prescribed for steam-vessels in the said Regulations, and shall not use, except as specified in paragraph 12 and sub-paragraph (2) (*d*) of paragraph 17 of this Schedule, or be deemed to hear the sound signals specified in the said Regulations, and

(*c*) Every aircraft in flight or in process of manœuvring near the surface of the water shall as far as possible keep clear of all vessels and avoid impeding the navigation thereof.

Section VII.

Miscellaneous Provisions.

50. The dropping of ballast other than fine sand or water from aircraft in the air is prohibited.

50A.—(1) The person in charge of an aircraft flying along an international air traffic route or on a regular line or service of public air transport shall—

(*a*) before the aircraft commences any flight, procure such information as will enable him to acquire knowledge of the general meteorological situation and of the way in which it is developing, and

(*b*) immediately before the departure of the aircraft on any flight ascertain, from such information as may be available at the aerodrome or other place of departure, what are the meteorological

Digitized by Google

conditions anticipated along the routes he may follow for the period during which the aircraft will be flying and what are the latest observed meteorological conditions at places along such routes or at places so near to such routes as to render the meteorological conditions existing at those places significant for the purpose of the intended flight.

(2) If at any aerodrome from which an aircraft to which this paragraph relates is about to depart a forecasting service is in operation, the person in charge of the aircraft shall, for the purposes of sub-paragraphs (1) (*a*) and (1) (*b*) of this paragraph, consult personally the meteorologist employed on that service if he is available.

51. In conforming with the rules laid down in Sections III, IV and V of this Schedule due regard shall be had to all dangers of navigation and collision and to any special circumstances which may render departure from the said rules necessary in order to avoid immediate danger.

52. Nothing in this Schedule shall exonerate any aircraft, or the owner, pilot or crew thereof, from the consequences of any neglect in the use of lights or signals, or of any neglect to keep a proper lookout, or of the neglect of any precaution which may be required by the ordinary practice of the air, or by the special circumstances of the case.

53. Nothing in this Schedule shall interfere with the operation of any special rule or rules duly made and published under the law of any country relative to the navigation of aircraft in the vicinity of any aerodrome or in or over any other place in that country, and it shall be obligatory on all owners, pilots and crews of aircraft to obey any such rule or rules.

Provided that nothing herein contained shall be deemed to require compliance with any such rule or rules in so far as compliance therewith would involve the provision of supplementary equipment for lights and signals other than such lights and signals as are required by Sections I and II of this Schedule to be displayed or used.

As respects any aerodrome or other place situated in Great Britain and Northern Ireland any such special rule or rules as aforesaid may be prescribed by the Secretary of State.

54. When an aircraft registered in Great Britain and Northern Ireland is in the territory of any State which is not a Contracting State, the provisions of this Schedule shall apply to it only in so far as they do not conflict with the laws of such State.

Digitized by Google

APPENDIX XXVII.

(Referred to in para. **750A.**)

EXTRACT FROM SCHEDULE VII TO THE AIR NAVIGATION (CONSOLIDATION) ORDER, 1923.

Prohibited Areas.

1. The places named in the following list, as described therein, shall be prohibited areas and are more particularly shown in a map issued for the purpose by the Secretary of State:—

(*List not reproduced: details of prohibited areas are shown in "Notices to Airmen" and in "The Air Pilot—Great Britain and Ireland".*)

2. Every aircraft which finds itself above a prohibited area in contravention of this Order shall, as soon as aware of the fact, give the signal of distress provided in para. 17 of Schedule IV*, and land as soon as possible outside the prohibited area at one of the nearest aerodromes in Great Britain and Northern Ireland.

Provided that it shall not, unless compelled by stress of weather or other unavoidable cause, fly further into the prohibited area nor commence to descend while still above the prohibited area.

3. To warn an aircraft that it is in the vicinity of a prohibited area and should change its course, the signals prescribed in para. 21 of Schedule IV* shall be used.

4. The signals which may be given when an aircraft flies, or attempts to fly, over a prohibited area in contravention of this Order shall be those prescribed in para. 20 of Schedule IV*.

5. Upon the signals referred to in para. 4 of this Schedule being given, the aircraft shall immediately give the signal referred to in para. 2 of this Schedule, and land in accordance with that rule.

6. If any aircraft flies, or attempts to fly, over any prohibited area or enters Great Britain and Northern Ireland in contravention of this Order, and if, after signals referred to in para. 4 of this Schedule have been given by, or by the direction of, a commissioned officer in His Majesty's Naval, Military, or Air Forces, the aircraft fails to respond thereto by complying with the procedure laid down in para. 5 of this Schedule, the officer may fire at or into such aircraft, and use any and every other means necessary to compel compliance and every and any such officer and every other person acting in his aid and by his direction shall be and is hereby indemnified and discharged from any indictment, penalty, action, or other proceeding for so doing.

* Reproduced in Appendix XXVI.

Digitized by Google

APPENDIX XXVIII.

(Referred to in para. **1096A.**)

ACCEPTANCE OF BUSINESS APPOINTMENTS BY OFFICERS OF THE CROWN SERVICES.

1. The following is an extract from Command Paper 5517 of July, 1937:—

MEMORANDUM ON THE SUBJECT OF THE ACCEPTANCE OF BUSINESS APPOINTMENTS BY OFFICERS OF THE CROWN SERVICES.

Presented by the Prime Minister to Parliament by Command of His Majesty, July, 1937.

* * * *

After close examination of this question, His Majesty's Government have reached the conclusions set out in the following paragraphs:—

2. The surest guide for the conduct of Officers of the four Crown Services must always be the existence and maintenance of great traditions and high standards in those Services; no rules, however elaborate, can be a substitute for this all-important condition. The Appendix (*see* Appendix A below) to this paper contains an extract from the Report of a Board of Enquiry published in 1928 (Cmd. 3037) enunciating certain general principles by which the conduct of Civil Servants should be regulated; these received governmental approval, and are, of course, equally applicable to the Royal Navy, the Army, and the Royal Air Force.

3. At the same time, His Majesty's Government recognise that it is in the interest of the Services themselves, as well as of the country, that public confidence in the disinterestedness and integrity of the Crown Services should be maintained at the highest point, and that there should be no possibility of a suggestion—however unjustified—in the public mind that members of those Services might be influenced in the course of their official relations with business concerns by hopes or offers of future employment in any of those concerns.

4. In emphasising the importance of preserving public confidence, His Majesty's Government in no sense imply that there is anything intrinsically improper or undesirable in Officers, on retirement at the end of their Service career, accepting business appointments. But they realise that there are types of case which might lend themselves to misunderstanding, and they have decided to require Government assent to the acceptance of appointments within these types.

5. These would include businesses and other bodies—

(*a*) which are in contractual relationship with the Government;

(*b*) which are in receipt of subsidies or their equivalent from the Government;

(*c*) in which the Government is a shareholder;

Digitized by Google

(*d*) which are in receipt from the Government of loans, guarantees or other forms of capital assistance;

(*e*) with which Services or Departments or Branches of Government are, as a matter of course, in a special relationship;

and semi-public organisations brought into being by the Government, and/or by Parliament.

6. In such cases all Officers of the rank of Assistant Under-Secretary of State (or Principal Assistant Secretary or, in Missions abroad, Ministers), Rear-Admiral, Major-General, Air Vice-Marshal—and above—will be required to obtain the assent of the Government before accepting an offer of employment.

In addition, in each of the four Services there are posts of a special or technical character not covered by the preceding sentence to which a similar requirement will apply. (For list of such posts *see* Appendix B below.)

7. The prior assent of the Government will take the form of approval by the Minister concerned after consultation with the Treasury; but after the lapse of two years from the date of retirement, such assent will no longer be required.

8. The like principles will apply in the case of Officers who, in exceptional circumstances, may wish to resign from the Services to take up outside occupations.

Appendix A.

* * * *

We think in conclusion that we shall not be travelling outside our terms of reference if, as three Civil Servants of some experience and jealous for the honour and traditions of the Service, we indicate what we conceive to be the principles which should regulate the conduct of Civil Servants—whether engaged in Home Departments or on diplomatic missions—in their relation to the public.

His Majesty's Civil Service, unlike other great professions, is not and cannot in the nature of things be an autonomous profession. In common with the Royal Navy, the Army, and the Royal Air Force, it must always be subject to the rules and regulations laid down for its guidance by His Majesty's Government. This written code is, in the case of the Civil Service, to be found not only in the Statutes but also in Orders in Council, Treasury Circulars and other directions, which may from time to time be promulgated; but over and above these the Civil Service, like every other profession, has its unwritten code of ethics and conduct for which the most effective sanction lies in the public opinion of the Service itself, and it is upon the maintenance of a sound and healthy public opinion within the Service that its value and efficiency chiefly depend.

The first duty of a Civil Servant is to give his undivided allegiance to the State at all times and on all occasions when the State has a claim upon his services. With his private activities the State is in general not concerned, so long as his conduct therein is not such as to bring discredit upon the Service of which he is a member. But to say that he is not to subordinate his duty to his private interests, nor to make use of his official position to further those interests, is to say no more than that he must behave with common honesty. The Service exacts from itself a

Digitized by Google

higher standard, because it recognises that the State is entitled to demand that its servants shall not only be honest in fact, but beyond the reach of suspicion of dishonesty. It was laid down by one of His Majesty's Judges in a case some few years ago that it was not merely of some importance, but of fundamental importance, that in a court of law justice should not only be done, but should manifestly and undoubtedly be seen to be done; which we take to mean that public confidence in the administration of justice would be shaken if the least suspicion, however ill-founded, were allowed to arise that the course of legal proceedings could in any way be influenced by improper motives. We apply without hesitation an analogous rule to other branches of the public service. A Civil Servant is not to subordinate his duty to his private interests; but neither is he to put himself in a position where his duty and his interests conflict. He is not to make use of his official position to further those interests, but neither is he so to order his private affairs as to allow the suspicion to arise that a trust has been abused or a confidence betrayed. These obligations are, we do not doubt, universally recognised throughout the whole of the Service; if it were otherwise, its public credit would be diminished and its usefulness to the State impaired.

* * * *

We content ourselves with laying down these general principles, which we do not seek to elaborate into any detailed code, if only for the reason that their application must necessarily vary according to the position, the Department and the work of the Civil Servant concerned. Practical rules for the guidance of social conduct depend also as much upon the instinct and perception of the individual as upon cast-iron formulas; and the surest guide will, we hope, always be found in the nice and jealous honour of Civil Servants themselves. The public expects from them a standard of integrity and conduct not only inflexible but fastidious, and has not been disappointed in the past. We are confident that we are expressing the view of the Service when we say that the public have a right to expect that standard, and that it is the duty of the Service to see that the expectation is fulfilled.

APPENDIX B.

LIST OF SPECIAL AND TECHNICAL POSTS (*see* para. 6 above):—

(Note: Not yet available.)

Digitized by Google

APPENDIX XXIX.

(Referred to in para. 256.)

AIR EFFICIENCY AWARD.

ROYAL WARRANT.

GEORGE R.I.

George the Sixth, by the Grace of God, of Great Britain, Ireland and the British Dominions beyond the Seas, King, Defender of the Faith, Emperor of India: To all to whom these Presents shall come. Greeting.

Whereas We are desirous of signifying Our appreciation of long and meritorious service in Our Auxiliary and Volunteer Air Forces;

We do hereby for Us, Our Heirs and Successors, institute and create a medal to be available for officers and airmen and to be designated the "Air Efficiency Award";

And We do hereby direct that the following regulations shall govern the said award:—

1. *Description.*—The Air Efficiency Award shall be in silver.

2. *Ribbon.*—The award shall be worn on the left breast pendent from a ribbon of one inch and a half in width which shall be in colour green with two central stripes of pale blue, one eighth of an inch in width.

3. *Miniatures.*—Reproductions in miniature, which may be worn on certain occasions by those on whom this award is conferred, shall be approximately half the size of the award and a sealed pattern of the miniature award shall be kept in the Central Chancery of Our Orders of Knighthood.

4. *Eligibility* (Royalty).—The award may be worn by Us, Our Heirs and Successors, Kings and Queens Regnant of Great Britain, Ireland and the British Dominions beyond the Seas, and it shall be competent for Us, Our Heirs and Successors, to confer at Our pleasure the award upon any Princes of the blood Royal.

5. *Eligibility* (general).—The award may be conferred on officers and airmen of any Auxiliary or Volunteer Air Force raised in Our United Kingdom of Great Britain and Northern Ireland, Our Indian Empire, Burma, any of Our Colonies or a territory under Our protection; or within any other part of Our Dominions Our Government whereof shall so desire or within any territory under Our protection administered by Us in such Government.

6. *Service required.*—The period of service requisite for the award shall be ten years' qualifying service (as defined in the regulations hereinafter mentioned) and shall include not less than five years' actual service (as defined in the regulations hereinafter mentioned) in an Auxiliary or Volunteer Air Force.

7. *Publication and registration.*—The names of those upon whom the award is conferred shall be published and a register kept in the manner prescribed in the regulations hereinafter mentioned.

8. *Forfeiture and restoration.*—It shall be competent for Our Air Council in regard to Our Auxiliary Air Force and Our Royal Air Force

Digitized by Google

Volunteer Reserve, or for the Governors-General, Governors or Officers administering the Government, as the case may be, in regard to the Auxiliary or Volunteer Air Forces of Our respective Dominions, Colonies or territories under Our protection, or for Our Viceroy in regard to the Auxiliary or Volunteer Air Forces in India, or for the Governor in regard to the Auxiliary or Volunteer Air Forces in Burma, to cancel and annul the conferment of the award on any person and also to restore a forfeited award under the conditions laid down in the regulations hereinafter mentioned.

9. *Further regulations.*—The award shall be conferred under such regulations as to grant, forfeiture, restoration and other matters, in amplification of these Our regulations as may, with Our approval, be issued from time to time by Our Air Council in regard to Our Auxiliary Air Force and Our Royal Air Force Volunteer Reserve, or by the Governors-General, Governors or Officers administering the Government, as the case may be, in regard to the Auxiliary or Volunteer Reserve Air Forces of Our respective Dominions, Colonies or territories under Our protection, or by Our Viceroy in regard to the Auxiliary or Volunteer Reserve Air Forces in India or by the Governor in regard to the Auxiliary or Volunteer Reserve Air Forces in Burma.

10. *Annulment, &c., of regulations.*—We reserve to Ourself, Our Heirs, and Successors, full power of annulling, altering, abrogating, augmenting, interpreting, or dispensing with these regulations or any part thereof by a notification under Our Sign Manual.

Given at Our Court at Saint James's this Seventeenth day of August, 1942, in the sixth year of Our Reign.

By His Majesty's Command.

(Signed) *Archibald Sinclair.*

FURTHER REGULATIONS BY THE AIR COUNCIL REGARDING THE AUXILIARY AIR FORCE AND ROYAL AIR FORCE VOLUNTEER RESERVE.

1. *Eligibility.*—Officers and airmen of the Auxiliary Air Force and Royal Air Force Volunteer Reserve shall be eligible for the Air Efficiency Award, provided that:—

(1) their service commenced before 4th September, 1939;

(2) they have completed the required periods of training and are certified by the responsible Air Force authorities as efficient and in every way deserving of the award.

2. *Qualifying service.*—The following shall count as "qualifying service" under regulation 6 of the Royal Warrant:—

(1) service in an air crew category in the Auxiliary Air Force or Royal Air Force Volunteer Reserve shall count as time and a half;

(2) other service in the Auxiliary Air Force or Royal Air Force Volunteer Reserve shall count as single time;

(3) service in an air crew category on the Auxiliary Air Force General List, in the Auxiliary Air Force Reserve of Officers or in the Auxiliary Air Force Reserve of Airmen shall count as three-quarter time, provided the specified minimum amount of flying per annum has been carried out;

Digitized by Google

(4) other service on the Auxiliary Air Force General List, in the Auxiliary Air Force Reserve of Officers or in the Auxiliary Air Force Reserve of Airmen shall count as half time, provided there is a liability for annual training;

(5) service in the Great War in a regular force shall count as single time;

(6) service in the Great War in a non-regular force shall count double, provided it can be counted double for the efficiency award of the Force in question;

(7) service in West Africa prior to 30th September, 1937, shall reckon two-fold. Any period spent on leave from West Africa and any service rendered on or after 30th September, 1937, shall count as single time;

(8) service in other non-regular forces by personnel of the Auxiliary Air Force or Royal Air Force Volunteer Reserve shall count as single time or to such less extent as it would have counted towards the efficiency award of the force in question. Service in the classes of the Royal Air Force Reserve which were the predecessors of the Royal Air Force Volunteer Reserve shall count as if it were service in the Royal Air Force Volunteer Reserve.

3. *Service without training liability.*—Service in a reserve or auxiliary iorce involving a liability for service only and no liability for training fn peace shall not reckon as qualifying service for the Air Efficiency Award.

4. *Service already reckoned.*—No period of service for which an efficiency decoration or medal or a long service and good conduct medal has already been awarded shall reckon as qualifying service for the Air Efficiency Award.

5. *Continuity.*—Qualifying service shall be continuous unless the Air Council by regulation or in special circumstances shall otherwise direct.

6. *Actual service.*—The following shall count as "actual service" under regulation 6 of the Royal Warrant:—service in the Auxiliary Air Force (excluding the Auxiliary Air Force General List, the Auxiliary Air Force Reserve of Officers and the Auxiliary Air Force Reserve of Airmen) or in the Royal Air Force Volunteer Reserve (including classes of the Royal Air Force Reserve which were the predecessors of the Royal Air Force Volunteer Reserve).

7. *Registration.*—A register of those on whom the Air Efficiency Award has been conferred will be maintained at the Air Ministry.

8. *Forfeiture.*—Forfeiture by an officer or airman of the Air Efficiency Award will be determined by the same conditions as are laid down for the Long Service and Good Conduct Medal in para. 295, clauses 1 and 2, of the King's Regulations and Air Council Instructions.

9. *Restoration.*—An Air Efficiency Award which has been forfeited may be restored at the discretion of the Air Council.

Note.—The conditions applicable to officers and airmen of the Auxiliary Air Force and Royal Air Force Volunteer Reserve whose service commenced on or after 4th September, 1939, and who continue in the post-war non-regular air forces will be determined after the conclusion of hostilities.

Digitized by Google

INDEX.

Note.—Paragraph and Appendix numbers are printed in heavy type: numbers of clauses or paragraphs and parts of appendices, in lighter type within brackets.

A.

Absence (without Leave) :— PARA., &c.

C.O. dealing summarily with, instructions for **1132**
Committee of adjustment, appointment of **2603**
Family allowance, effect on **3362**
Medals, disposal of airmen's **278**
Of airmen:—
Casualty forms, notation on **1161**
Clothing of absentees, procedure regarding **2558**
Convening of court of inquiry **1160, 1323**
Declaration of illegal absence:—
Assessments of character and trade proficiency **2138, 2141**
Procedure after court of inquiry **2101**
Record of, to be attached to attestation paper **2096**
Descriptive report of absentees lost, obtaining of copy for production at trial .. .. **1250(4)**
Disposal of absentees apprehended **1162**
Effects of absentees, disposal **2605**
Escorts for absentees **1164**
From draft before embarkation, recording of absentees **940**
Pay, forfeiture of **1132, 3470**
Police Gazette, notification to Editor **1158**
Rewards for apprehension of absentees **1170**
Of officer:—
Forfeiture of pay during .. .. **3414(8), 2787**
How borne during .. .. **339(1)**
Notification of **1385**
On rejoining or being apprehended, report .. .. .. **1385(4)**
Pay, recommencement after **3413**
Period of, forfeited for pay purposes .. .. **3434(9)**
Rations or ration allowance not issuable if over 24 hours **2657**
Summary punishment for, power of C.O. to award **1138**

Absent Voter's Card (Form 514) :—
Preparation and custody of **2107**

Accidents (Flying), *see also* "Accidents (Non-Flying)" :—
Civil aircraft, assistance to **2044**
Command and group headquarters, responsibilities of .. .. **742(5)**
Courts of inquiry **1326**
Definition of, as regards courts of inquiry **1326**
Duty pilot, responsibilities of .. .. **823(5)(*n*)(*p*)**
Fire tender and ambulance, duties of **714, 1879**
Forced landings, *q.v.*
If occasioned outside air force duty **800**
Indemnification to officers and airmen for losses due to **2633**
Injuries or immediate death from, report on **2312**
Investigation of, procedure **743**
Medical examination of personnel after **1444**
Record of **791**
Salvage after:—
In the sea .. .. **742(3), 745, 871**
Of civil aircraft, charges **2045**
Third party compensation claims **744**
Travelling allowances after, when issuable **3089**
Wreckage, guarding of **742**

Accidents Investigation Branch :—
Court of inquiry, duty of, in regard to .. .. **1326(5)**

Digitized by Google

Accidents (Non-Flying), *see also* "Accidents (Flying)":— PARA., &c.
Civilian employee, report on injury to .. .. 1449(3)
During train journey 903
Hospitals, duty of, to report admission to 1605
In games, gliding, etc.:—
Attributability 3612
Reporting of 2313
Investigation of, procedure 1325
Marine craft 1330, 2013
Service transport .. .. 1330, 1975 to 1979
Third party:—
Claims against 1421, 2323
Claims by 2914

Accommodation, *see also* "Quarters," "Buildings":—
Apprentices and boy entrants to have separate .. .. .. 1079(2)
Appropriations and re-appropriations, instructions 1831, 1832
Courts martial, for officers serving on 1254
Detention:—
Insufficient on board ship .. .. 1212(5)
Should be separate 1216
Disembarkation *en route*, responsibility for 915
Fire causing loss of, report 1880
Inspection of, by medical officer 1485
Overcrowding, notification by medical officer .. .. 1485(4)
Principal medical officer, duties in regard to 1459
Provision of, for service institutes 1753
Public, occupation by civilians 1807
Railway and sea transport, classes of, for government passengers 3052, 3061, 3107A
Responsibility for allocation of 1795
Scale of, in public quarters 1796, 1803, 1804
Service, to be provided when practicable 3090
Sick quarters 1585
Space allowance:—
Barrack and guard rooms 1844
Billets in large buildings 1898
Hospitals 1602

Account(s) (Generally), *see also* "Store Accounts," "Pay Ledger," &c.:—
Airmen's:—
Balancing of 2811
Settlement on discharge or transfer to reserve 656
Airmen's mess, responsibility for 1728
Alterations in, how attested 2728
Band 2066
Bank, *q.v.*
Belated credits or debits, adjustment of 2818
Cash book, *q.v.*
Change of accountant officer, procedure regarding 2755
Checking of, by C.O., when to be carried out 71, 2755
Civil aviation, of receipts from 2919
Erasures not to be made in 2728
Fleet Air Arm 2848, 2849
Foodstuffs and hospital diet, monthly, how supported 2668
Hospital charges, of 1614
Institute funds, of 1784
Institute, with, when permitted 1767
List of, to be kept by units 2348
Loss, destruction or mutilation of, court inquiry into 1335
Map and chart 2967
Medical and dental stores, *q.v.*
Non-effective 2810
Non-public:—
Accountant officer not responsible for 2727
Audit of, procedure 1346, 2727
Responsibility of C.O. 70

Digitized by Google

Account(s)—*continued.* PARA., &c.
Officers' mess 1693
On board ship:—
How kept 2835
Of charges for loss or damage 1020
Of sums paid for employment of airmen 1001
Procedure at intermediate port 1021
Responsibility of O.C. troops 932
Organisation at stations 2721
Pay ledger (airmen's), *q.v.*
Pay of soldier personnel attached to R.A.F. 2988
Postage, telegrams, &c. 2909
Public:—
Cheques drawn on, in exchange for non-public funds .. .. 2745(3)
Discrepancies in, court of inquiry 1336
Officers other than accountant officers, when responsible for 2931 to 2934
Rations and ration allowances, of 2667, 2863, 2864
Recoveries from officers, procedure 2787
R.A.F. equipment generally 2385
R.A.F. equipment in hospitals 1590
Separate funds, not to be merged together 2745
Sergeants' mess 1720, 1721
Subsidiary cash books, rules for keeping 2748
Supervision of, responsibility of C.O. 70, 71
Vouchers. *q.v.*
Washing and mending of underclothing 2574

Accountant Officer(s):—
Absence of, who to discharge duties 2723, 2931
Allotments, airmen in debt making, to notify C.O. 2884
Bank of England notes, record to be kept of 2763
Books to be kept by 2352
Cash in custody of, limitation .. .. 71 (1) (*h*), 2742
Change of:—
Procedure regarding cash account 2755
Procedure regarding public banking account 2740
Command accountants, appointment and duties 2720
Daily duties, exemption from .. .. 820(5)
Death or removal of:—
Instructions regarding accounts, &c. .. .. 71(1) (*j*) (*k*), 2740
New series of vouchers to be commenced .. .. 2749(5)
Duties of, in connection with:—
Accounts, &c., generally .. .. 101, 2722 to 2920
Accounts, &c., on board ship .. .. 2847 to 2853
Airmen attached to Army units 2911
Allotments .. .. 2878 to 2886
Allowances, officers', claims for 2781
Cash book 2750
Drawings from bank 2741
Equipment 2388
Family allowance, abroad 2836
Gratuity, airmen's service 3695
Income tax .. .. 2944 to 2952
List of differences 2722, 2754, 2814
Messing accounts .. .. 2863 to 2868
Pay ledger .. .. 2800 to 2820
Payment of airmen .. .. 2830 to 2839
Payment of officers .. .. 2773 to 2789
Payments generally .. .. 2902 to 2920
Pensions 3850
Ration allowances 2783, 2864
Receipts 2744
Recovery from officers 2787
Remittances .. .. 2887 to 2892
Requisitioning of cash 2739
Warrants and concession vouchers 3058

Digitized by Google

Accountant Officer(s)—*continued.* PARA., &c.
Gratuities attaching to medals, &c., payment by 314
Japanese, ineligible for awards in respect of .. .. .. 404(2)
Leave from abroad, procedure as regards relief, &c. 1369
Minor accountant duties, discharge of 2932
Non-public accounts, not responsible for 2727
Officers, option of drawing pay through 2774
Payment and receipts, responsibility for 2724, 2725
Payments, how made by .. .. 2759 to 2761
Promotion of, how made 357, 357A, 357B
Recurrent payments, review of authorities by 2729
Reference to Air Ministry by 2726
Scales of:—
Disability retired pay or gratuity for 3620
Half-pay for 3499
Pay for 3419
Retired pay for 3566
Senior, supervision by, and duties of .. .. 101, 2722(4)
Separate accounts for clerks to be kept personally by 2800
Service documents to be scrutinised by 2113
Services paid for by 2903
Supervision of, by C.O. 2722
Unauthorised action, procedure when ordered to take 2725
Warrant officer, delegation of duties to .. .. 2722(4A)

Accoutrements, *see also* "**Clothing**":—
Absentees' and deserters' how dealt with 2558
Detention barracks, airman committed to, to take with him .. 2562
Foreign country, airman on leave, not to take to 1402
Generally 2565
Issue of, on entry 2526
Loss of, liability of airman 2542
Marking of 2544
On leave 195
Sealed patterns not to be deviated from 184

Acting Rank, *see* "**Rank(s)**."

Active List:—
Officers ceasing to belong to, withdrawal of public clothing .. .. 2570(3)
Officers on, must be posted, or on half-pay list .. .. .. 328(4)
Retention of officers on, beyond date of retirement 3543

Active Service:—
Airman on, retention of quarter by family 1805
Assessments of character and trade proficiency of airmen on .. 2142
Baggage, quantity allowed on 3137
Field allowance on, rates, and eligibility for .. .. .. 3289 to 3291
Field punishment on, entry on conduct sheet .. .. 2153(6)
Forfeitures of pay on, entry on conduct sheet .. .. 2153(6)
Indemnification for losses on 2633
Kit, adjustment of, on proceeding on, or returning from 2540
Medals and decorations of airman proceeding on, how dealt with .. 267
Officer on, retention of quarter by family .. .. 1798(4)
Quarterly clothing allowance on proceeding to or returning from 2583(12), 2584(4)
Rations on issue to persons otherwise ineligible 2655
Shipment and landing on 2506
Travelling allowances not issuable on 3081

Addresses:—
Of officers and airmen, when may be given to applicants 2197
Of officers on leave, retirement, *see* "**Retirement.**"

Aden:—
Withdrawal of aviation suit before embarkation for .. .. .. 2570(2)

Digitized by Google

	PARA., &c.
Adjutant :—	
Duties and responsibilities of	88
Qualification as, C.O. to provide facilities for	65
Admonition :—	
Entry on conduct sheet, when not made	2154(2)
Powers of awarding, as summary punishment	1138 to 1141
When suitable	1138(1)
Advances :—	
Journeys by air, of cash, before making	3151
Pay and allowances, to airmen	2832
Pay, to officers	2780
Travelling expenses, to meet	3149
Advertisement(s) :—	
Band engagements, of	2071
In air force publications, responsibility of controlling authority	1074
Publication of, Air Ministry approval requisite for	69
Advocate, *see also* **"Counsel" :—**	
Chaplains to maintain impartiality regarding accused persons	98(2)
Civil proceedings against airman, officer attending court may not act as	1133(2)
Aerobatics :—	
When forbidden	704(5), 717
Aerodromes :—	
Air force :—	
Housing of officers' private aircraft at	2036(4)
Instructions generally	751
Use of, by civil aircraft, *see* **"Civil Aviation"**	
Armed aircraft at, storage of	775
Arrivals and departures from, reporting of	732
Bad ground to be reported and indicated	751(5)
Civil :—	
Rules for air traffic at	App. XXVI
Use of, by air force pilots, instructions	729
Defence of, military and air forces acting together for	126A
Discipline, responsibility for	823(5) (*c*)
Distress, aircraft in, to be given preference in landing at	751(2)
Aero-Engines, *see* **"Engines, Aero."**	
Agents, R.A.F. :—	
Allocation of officers to	2776(2)
Change of channel of payment, transfer list to be sent to or by	2775
Court martial, required to give evidence at	1242
Officers need not bank with their	2777
Option of drawing pay through	2774
Recoveries from pay, procedure by	2787
Representatives of, giving evidence, allowances for	3175
Air Aides-de-Camp :—	
Additional pay of	3431
Appointment of	347
Income tax, allowance liable to	2949
Retirement, not exempt from	3541
Travelling expenses when on half-pay or retired list	3014A
Air Attachés, *see* **"Attachés."**	
Air Council :—	
Composition and duties of, and organisation of departments of Air Members	21, App. I
Interview with member of, by officer compulsorily retired, etc.	3538
Responsible for command and administration of R.A.F.	19

Digitized by Google

	PARA., &c.
Air Efficiency Award, *see* **"Medals."**	
Air Fighting :—	
Precautions to be taken	718
Air Firing :—	
Precautions during practice	774
Air Force Act :—	
Airmen to be acquainted with Sections 4—44	1101
Definition of "C.O." as used in	1075
Indian Air Force personnel, when subject to	127(5)
Observance of, in court martial procedure	1226
Responsibility for acquaintance and compliance with	1070
Air Force Convicts, *see* **"Penal Servitude."**	
Air Force Cross, *see* **"Medals."**	
Air Force Custody, *see* **"Custody."**	
Air Force Law :—	
Instruction in administration of, by legal officers	102(2)
Air Force List :—	
Specialist officers distinguished in	383
Air Force Medal, *see* **"Medals."**	
Air Gunners :—	
Badge, *q.v.*	
Duty pay for	3455
Medical examination	1446, 1454
Physical fitness, standard of	1454
Qualification and employment as	507, 508
Air Ministry :—	
Officials, communication and interview with	1085
Officials visiting stations, admission of	853
Officers serving at, pay of	3430
Reference to, by accountant officers	2726
Routes, issue of, by	3043
Travelling expenses for reporting to	3013
Air Navigation, *see also* **"Flying Regulations" :—**	
Certificates for officers qualified in	382
Regulations relating to	760 to 763
Rules of the air	750, App. XXVI
Air Observer :—	
Duty pay for	3455
Medical examination and standard of physical fitness	1454
Recommendation for training as, entry on Form 280	2132(16)
Air Officers :—	
Flag, distinguishing, when afloat	158, App. XXI
Official residences or quarters for	1796
Promotion to rank of, who made by	354(6)
Relative rank of, with other services	132, 133
Retired pay of, scale and conditions	3563, 3564
Air or Other Officer Commanding :—	
Definition	Explanation of Terms
Instructions for	36 to 50
Powers of write-off	App. VI

Digitized by Google

Aircraft, *see also* "**Maintenance, Inspection and Testing of Aircraft**":— PARA., &c.

Air firing practice, precautions 774
Airframe spare parts, manufacture of .. .. 2415(3)
Airworthiness 709
Ammunition, small arms, carrying of, in 776
Armament of, *see* "**Armament**"
Armed, storage of 775
Articles not to be jettisoned from .. .. 717(14)
Boards of survey 679
Bombs, live, carrying of, in 776
Buildings containing, precautions against fire 1869, 1870
Captain of, *q.v.*
Civil, *see also* "**Civil Aviation**":—
Air transport, officers travelling by 904
Escorts for 809
Officers and airmen flying, conditions .. .. .. 382(3), 800
Official trials of, arrangements and conditions 802
Repairs 2048
Use of air force aerodromes by 2036
Collisions, regulations for preventing .. .. App. XXVI
Compass adjustment 762
Conveyance of, by rail or sea 2458
Crashed, in other command or group, collection and re-allotment of 742
Crews of, additional and emergency rations for 2662
Cross-country flights, *q.v.*
Departure and arrival of, reports 732
Deteriorated, court of inquiry, when held 1328
Endurance of, pilots to be acquainted with 712
Engines, *q.v.*
Fire precautions 716
Flight trials and tests at contractors' aerodromes 803
Flights by foreign service personnel in R.A.F. 797A
Flights into the United Kingdom from abroad 736
Flying regulations, *q.v.*
Forced landings, *q.v.*
Foreign, flights by R.A.F. personnel in 797A
Fuel and oil for delivery flights 803A
Ground instruction for, not to be flown 710
Ground instruction, procedure for conversion to 2410
Handling of, every airman to be competent in .. .. 484(5)
Housing of, on completion of flying .. .. 823(5) (*r*)
Identification marks 796
Importation of goods in, restrictions 736
In store, tanks not to contain petrol .. .. 1869(4)
Instructor, authority of 807
Journeys by, advances of cash 3151
Kit, articles which may be carried in 734
Leaflets, dropping of from, when forbidden .. .. 717(14)
Lights to be carried by, and day marking of .. .. .. App. XXVI
Loading 706
Log books, instructions generally 788
Matches of safety type only may be carried in 716
Movements of:—
Entries in watch log book 787
Reporting of 732
Navigator of, duties of 761
Non-official flights, use of, for 735
Numbering of airframes and engines 2432
Overdue, action .. .. 733, 823(5) (*l*)
Oversea flights, instructions 726
Passengers in, persons who may be 797
Pilots, *q.v.*

Digitized by Google

Aircraft—*continued.* PARA., &c.

Private:—
Instructions regarding use on duty journeys 801
Repair or overhaul .. .. 2048(6)
When not to be flown by officers .. .. 800(3)
Prohibited areas, *q.v.*
Returns of aircraft and engines 2431
Safety regulations, *q.v.*
Salvage of, *see* "**Salvage.**"
Signals, rules as to.. .. .. 754, App. XXVI
Smoking in .. .. 1093(4)
Starting up, precautions 715
Training in types of 804
Unloading of, from ships, liability for 2490
Visiting, responsibility of duty pilot .. .. 823(5) (*f*)
Write-off of, procedure 2411

Aircraft Carriers:—
Leave for officers serving on 1371
R.A.F. equipment in 2396

Aircraftmen:—
Classes 481
Summary punishments applicable to 1138

Airman Pilots:—
Directly entered 506B
Discharge by purchase, when ineligible for .. .. 506(3)
Duties exempt from .. .. 506(7)
Eligibility and conditions for selection .. .. 506(2)
Flying bounty 3461
Flying clothing for.. .. .. 2523(3)
Flying instructors, training and employment of, as 506A
Instructions for, generally 506
Medical examination of .. .. 506(2)(7A), 1446
Pay of 3447, 3458
Promotion of, on completion of training .. .. 506(5)
Record of service 2105A
Remustering of, when medically unfit .. .. 506(12)
Reports on flying ability prior to transfer to reserve or discharge .. 643B

Airmen:—
Addresses of, procedure when applied for 2197
Air Ministry, visiting or writing to 1085
Army, attached to, position of 127
Definition .. .. Explanation of Terms
Documents, *see* "**Airmen's Documents.**"
Draft, should not be paid by 2759
Keys of safes or chests may not be entrusted with .. .. .. 2256(6)
Name, change of, procedure 2100
Official numbers 2099
Orders affecting conditions of service to be explained by an officer .. 60
Ranks of 481
Reclassification, *q.v.*
Regulations, responsibility for acquaintance with 1070
Relative rank of, with other services 132
Searching of, officer to be present 827
Serving in H.M. ships, position of 128
To know relative ranks and badges of rank of officers in other services 146
Trades, *q.v.*
Treatment of, by superiors 1078

Digitized by Google

Airmen's Documents :— PARA., &c.

Absent voter's card (Form 514), preparation and custody of .. 2107
Adjutant, responsibility for care and custody of .. .. .. 2112(4)
Airmen attending courses in Army or Navy, disposal of .. .. 2116(1)(c)
Airmen posted abroad, procedure for forwarding 939, 2116
Alteration of 2110, 2111
Applications, what to accompany 2109
Attestation paper, preparation, custody and disposal of 2096, 2117
Certificate of service, *q.v.*
Children, noting of adoption on 2365A
Committal to prison or detention, disposal on 2115
Compilation and accuracy of, C.O. responsible for 2111
Conduct sheets, *q.v.*
Courts martial, production at, instructions 1250
Custody of, general instructions 2112
Discharge or transfer to reserve, completion of, on 659
Disposal of, generally .. .. 2114 to 2117
Errors and alterations in, not to be erased 2111
Examination of:—
At annual inspection of units by air or other officer commanding 48(4)
By adjutant of unit 2111
When passing through headquarters office 2111
Hospital, disposal of, on admission to 2114
Illegal absence, declarations regarding 2101
Medical history envelopes, *q.v.*
Miscellaneous record sheet 2106
Misrepresentation by alteration, &c., of, forfeiture of pension .. 3678(1)
Misstated age, correct entry to be made on 2102
Name, recording change of, on 2100
Not to be folded .. .. 2112(2)
Official number to be quoted on all 2099
Recruits, preparation for 474
Service abroad, record of 2103
Service documents, composition 2098
Subordinate commanders to have access to 2113
To accompany airmen on posting 2116
Trade and alphabetical index cards, instructions for keeping .. 2105
Trade tests, to be available for examining board .. .. .. 497A(6)
Transfer lists to be checked with 2804
Transmission of, on reposting, etc. 2116
Warrant officer reduced or reverted, disposal of warrant 2108

Airscrews :—

Swinging of 715

Airships, *see also* **" Aircraft " :—**

Aeroplanes to give way to .. .. App. XXVI(22)
Lights to be carried by, and day marking of .. .. .. App. XXVI
To give way to balloons and gliders .. .. App. XXVI(22)

Airworthiness, *see also* **" Modifications " :—**

Doubt as to, suspension of flying 709
Official trials without reference to, procedure 802

Alcoholism, *see* **" Drunkenness."**

Ale :—

In transports, issue on payment 1038

Aliens :—

Employment of 861

Digitized by Google

Allotment(s) :— PARA., &c.

Airmen in debt may not make 2884
Amount of, limitation 2878B
Casualties affecting, notification to paying authority 2882
Commencement, cessation or variation of, effective date 2879
Cross check of, procedure 2886
Form 1796A, instructions for use of 2879
Of pension 3852
Officers serving abroad 2880
Pay ledger, entry in 2885A
Payment of, how made .. .. 2836(9), 2883
Qualifying, conditions and rates 2878, 3351
Transfer list, entry of particulars on .. .. 2804(2)
Transfer of, notification of .. .. 2879(4)
Voluntary:—
Alteration of rate of 2879
Stoppage of, action by C.O. 2885
When may be made 2878A
Where payable 2881

Allowance(s):—

Abroad, claims should be adjusted before leaving 3242
Advances of, to airmen drafted abroad from home and *vice versa* .. 2832
Air attachés, for 3326
Air Ministry, rates and conditions of issue 3430
Airmen:—
Pay ledger, entries in 2801
Pilots, during training 3458
Vouchers for, to accompany pay ledger 2812
Authorities for, review of 2729
Bands, for upkeep of 2061
Bicycles, for use of 3068
Civilian witnesses for, rates and conditions .. .. .. 3171 to 3182
Clothing (including kit allowance) .. .. 2583 to 2588
Colonial, *q.v.*
Commencement and duration of 3236
Commuted ration and cash equivalent 2659
Compassionate 3772, 3794, 3812
Competitors at Royal Tournament and Rifle Association Meetings, eligibility for 3241
Consolidated, for officers studying in Japan or China 415
Consolidated (separated families) .. .. 3284 to 3286
Diversion of 3747A
Doubt as to proper issue of 8
Education, for children of deceased officer 3773
Family, *q.v.*
Field, *q.v.*
Fuel and light, *q.v.*
Full pay in relation to 3233
Funeral expenses, *see* "**Funeral.**"
Furniture, *see* "**Furniture.**"
Indian rates, applicable when personnel on Indian establishment .. 3233A
Internee of a neutral power, issue in respect of 9
Kit 2583
Librarian, for bandsman detailed as 2069
Library, *see* "**Library.**"
Lodging, *q.v.*
Married officer, definition of, as applied to 3237
Missing personnel, issue in respect of 9
Naval, certificate by naval accountant officer 2852
Officers:—
Accountant officer to issue .. .. 2781(1)
Claims for, procedure 2781, 3242
Married rates, eligibility for 3237A

Digitized by Google

Allowance(s)—*continued.* PARA., &c.
Officers—*continued.*
On half or retired pay attending committees, &c., for 3435
On half-pay, ineligible for 3503
On inclusive rates of pay, not entitled to certain 3234
On temporary duty .. .. 2781(12), 3090
Outfit, *q.v.*
Recovery of claims from, by agreed deductions .. .. .. 2787(7)
Seconded or reseconded from other services, rates applicable to 3240
Unemployed, payable while temporarily 3236A
Unit changing station, pay list procedure when 2757
On board H.M. ships, payment of 2850
Passage, in lieu of 909A, 3120
Payment of, by accountant officer, how made 2774, 2781
Plain clothing on discharge, in lieu of 2554
Prisoner of war, issue in respect of 9
Private motor vehicles, for use of .. .. 3069 to 3071
Rate of, how determined 3232
Rates, variation of.. 3231
Ration, *q.v.*
Servant, *q.v.*
To dependent relatives:—
Death of payee, application for arrears 3839
How paid 3838
Transfer of, preparation and use of transfer list 2784
Travelling, *see* "**Travelling.**"
Unclaimed, when forfeited 4
Vested rights to 6
Withholding of 3747A

Allowances Pay List (Officers), (Form 504):—
Compilation of 2781
Documents to accompany 2786
Ration entitlement, entry in 2863
Receipt, when taken on 2782

Alterations, *see also* "**Modifications**":—
In accounts, &c., how made 2728
To airmen's documents 2110, 2111
To buildings of public quarters, authority necessary .. .. 1799(5), 1840
To marine craft, Air Ministry sanction necessary 2025

Ambulances, *see also* "**Mechanical Transport**":—
Attendance at crashes 1879
Duties of duty pilot regarding .. .. 823(5)
Responsibility of medical officer for employment of 1484
Starting up of engines on emergency duty 1962
To be in attendance during flying 714

Amendments:—
To air publications, distribution 2291
To publications, responsibility of C.O. .. .. 60(3) (4)

Ammunition:—
Conveyance by rail, railway regulations, observance of 2455
Disposal when among effects .. .. 2604(15)
Exclusion from baggage for storage 3140
Firearms Act, compliance with .. .. App. VII
Importation and exportation of, Board of Trade regulations .. App. VII
Importation of, into India 868
Motor boats, for signal pistols, quantity and where stowed 2030
On board ship:—
Custody of 963
Loss of, procedure 1019

Digitized by Google

Ammunition—*continued.* PARA., &c.
Shipment of:—
In freightships (stores) 2485
Private, sanction necessary 963
Small arms, carrying of, in aircraft 776

Amphibian:—
Observer or passenger to report position of wheels prior to landing .. 719

Animals:—
Domestic pets in transports 919
Flying in manner likely to damage livestock, forbidden .. .. 717(11)
Keeping of, restrictions .. .. 1845(6)
Movement of 737, 876, 917, 918

Annuities, *see also* **"Pensions" and "Retired Pay":**—
Victoria Cross:—
Amount of, and when granted 308
Income tax, is liable to 2949

Appointment(s), *see also* **"Posting(s)":**—
Air Ministry, pay of officers holding 3430
Airmen:—
Acting, when and how made by C.O. 496
On board ship, for period of voyage 999
Pay, when not issuable for .. .. 496(1)
Record of .. .. 496(3), 2132(14)
Antedate:—
Medical officers in recognised civil appointments 326
University candidates 325
Business, acceptance by officers of future .. .. 1096A, App. XXVIII
Civil employment, to, retirement on .. .. 3540(3)
Colonial or dominion, medical examination before and after 1432, 1440
Confirmation of officers 327A
Definition, as applied to airmen .. .. Explanation of Terms
First:—
Allowances not issuable until joining or embarking for duty .. 3233
Full pay, date of commencement on 3413
Grant of 324
Leave for officers on 1373
Travelling expenses on, when entitled to 3013, 3014
Foreign, medical examination before and after 1432, 1440
Medium service, selection of officers for 324
Officers to report on taking up 330
Outside the R.A.F., conditions under which officers may hold .. 122, 345
Staff 112A
Vacation of, for which seconded, on promotion 346

Apprentice(s):—
Advancement of, from training period 497
Arrest, when to be placed under 1115
Character, when to be assessed .. .. 2138(5)
Clerks, advancement of 488
Conduct sheets, destruction on reclassification .. .. .. 2154(6A)
Defaulters, instructions as to treatment of 1147
Detention, sentenced to:—
Continuance of training 1216
Where carried out .. .. 1197(3)
Discharged:—
Appointment of committee of adjustment 2603
Disposal of effects 2606
Plain clothing, provision of 2554
Divine service, attendance at .. .. 836(3)
Employment on passing out of a school of technical training .. 597
Entitlement to medical treatment 1530
Entry, age of 470

Digitized by Google

Apprentice(s)—*continued.* PARA., &c.

Failure in examination or test, retention or discharge 487
G.C. badge, service not qualifying towards 1177
Messing, to be arranged separately .. .. 1079(2)
Must write home every week .. .. 1079(5)
Not to forgather with other airmen off duty .. .. 1079(3)
Pass, when may be granted leave on .. .. 1406(4)
Pay of .. .. 3447(7)(8)
Punishment of, rules as to 1143
Purchase of discharge for 637, 642
Recreation, arrangements for .. .. 1079(4)
Religious instruction of .. .. 98(9), 842
Remustering of 487
Sleeping accommodation, arrangements for .. .. 1079(2)
Smoking by 1093
Treatment of, instructions generally 1079
Trial by court martial undesirable 1143

Arabic, *see* "**Foreign Languages.**"

Armament :—

Air firing and bomb dropping practice, precautions 774
Armed aircraft, storage of, instructions 775
Forced landing, guns to be unloaded .. .. 742(2)
Instructors:—
Flying practice for ex-airman pilots .. .. 506(17A)
Medical examination when selected for senior course .. .. 1446(2*p*)
Physical fitness, standard of 1454A
Of aircraft, to be maintained in readiness for use 773
Torpedo, lost, court of inquiry 1331

Armed Parties :—

Compliments by, on the march 150
Salutes by guards and sentries to 154

Armistice Day, *see* "**Remembrance Day.**"

Armoured Car Crew :—

Remustering of airmen on ceasing to be employed as .. .. 497(9)

Armoured Motor Boat Crew :—

Duty pay 3455

Arms, *see also* "**Firearms**" **:—**

Arrest, offender under, when may bear .. .. 1111(9)
Automatic pistols, issue to officers and custody 2566
Detention barracks, not taken by airman, committed to 2562
Embarkation, marking of, before 939,978
How stored .. .. 2565(4)
Importation and exportation of, Board of Trade regulations .. .. App. VII
Importation of, into India 868
On board ship:—
Custody and stowage of 963, 978
Loss of, procedure .. .. 1019(5)
Marking of 978
Personal and unit equipment 2565
Pistols, provision of, for airmen 2565
Rifles and bayonets, who issued with 2565

Army (The) :—

Air and military forces acting together, command and discipline .. 126, 126A
Air and military forces taking passage together, applicability of regulations 895

Digitized by Google

Army—*continued.* PARA., &c.

Air force personnel attached to:—
For rations, adjustment of expenditure 2867
Position of 127
Airmen attached to:—
Claims against, how dealt with 2911
Damage to clothing or equipment of, claims for 2564
Payment of 2833
Arrest of officer or airman by, removal after 1118
Command of forces by air force officers, and *vice versa* .. 124, 126, 126A
Communication with, authority necessary 1086
Dental centre, treatment of air force personnel at 1576
Detention barrack or prison, air force personnel in, claims for maintenance 2863
Examinations for promotion, attendance of seconded officers at .. 363
Former service in:—
Counting of officers', towards increments of pay .. .. .. 3434(6)
G.C. badges, when qualifying towards 1177
L.S.G.C.M., qualifying for award of 250
Pension, when qualifying towards 3673
Retired pay, when qualifying towards 3560
Fraudulent enlistment of soldiers, procedure on discovery 1165
Military police, powers of, as regards airmen 126, 1098
Officers attached from, travelling claims of 3156
Officers seconded or reseconded from:—
Allowances applicable 3240
Flying badge, wearing of 198
Pay .. .. 2776(3), 3417
Promotion of 363, 364
Rank, precedence and seniority 116
Travelling claims of 3156
Uniform of 199
Officers, when to be seconded to 345
Personnel of:—
Attached, damage to clothing or equipment of, claims for .. 2564
Attached for rations, accounting procedure 2865
Command and discipline when serving at R.A.F. unit 128A
In air force prison or detention barrack:—
Claims for maintenance 2863
Position of 126
Relative rank of, with other services 132
Returning, issue of railway warrants to 3059
Salutes to 146
Seconded or attached, position of 127
Rate of ration allowance abroad, when rations supplied by .. .. 2659(8)
Soldier personnel attached to R.A.F., pay accounts of 2988

Arrest:—
Accused person remanded, C.O. to consider release from 1121
Aircraftman, apprentice or boy entrant, of, by N.C.O. 1115
Airman:—
Charges for subsistence, when admissible 3092
Conditions 1111
When to be placed under 1115
By naval, military or civil authorities, procedure for removal .. 1118
Charge, delivery of, after 1119
Definition 1111
Deserter:—
Abroad, when may be released 1163
By civil power, travelling expenses and subsistence after 2675(5), 3089
Of person as, disposal after 1162
Drunkenness, of airmen for, instructions 1116
Evidence insufficient, release from .. .. 1123(4)
Family allowance, payment during periods of 3355

Digitized by Google

Arrest—*continued.* PARA., &c.
Hospital, of airmen temporarily employed in, procedure 1608
Officer:—
Cannot demand court martial 1114
Conditions 1111
How borne 339, 340
Release after 1114
Report by C.O. 1113
When to be placed under 1088, 1113
On board ship, men under, may be employed in working parties .. 1022
Powers of officer or N.C.O. to place offenders under 1112
Powers of provost marshal and police regarding 1098

Artificial Appliances:—
Airmen and families, for .. .. 1661 to 1665
Cash payments inadmissible during detention for fitting of 1666
Dentures, *q.v.*
Officers, for 1659, 1660
Purchase of 1667
Spectacles, provision of 1665A
Supply, etc., of, incidental to hospital treatment .. .. 1514(6), 1526(7)
Travelling expenses in connection with obtaining 3019

Athletics, *see also* "**Recreation**":—
To be encouraged 457

Attachés:—
Income tax on foreign allowance of air 2949
Pay and allowances for air 3326
Reporting to, when on leave abroad 1375, 1402

Attachment(s):—
Certificate of service, entry on, not required .. .. 2132(13)
Of airmen:—
Alphabetical index card to be prepared on .. .. .. 2105(3)
Medical inspection on 1417
Pay account, procedure regarding 2806
Preparation and use of Form 65 2806
Recording of 604
Rules for 603
To augment hospital staff 1588
Travelling claims, rendering of, during 3152
Of officers:—
In commands abroad 333
Medical and dental 341
Medical examination before proceeding abroad 1443
Pay and allowances, accounting procedure .. .. .. 2784(2)
Posting list is authority for 328
Ration allowances, &c., procedure regarding .. 2783(3), 2865 to 2867
Recording of 333, 338
Return of, abroad .. .. 333(5)
Temporary, rendering of travelling claim 3152
To Air Ministry, pay of 3430
Undergoing courses 344
While on leave, procedure 329
Personnel attached to other services:—
For rations, procedure 2867
Indian Air Force, to 127A, 127B
Position of 127

Attestation(s):—
Age given on, warning in respect of .. .. 467(3)
Colonial, service on, not reckonable towards G.C. badges 1177
Documents to be prepared on 474

Digitized by Google

Attestation(s)—*continued.* PARA., &c.

False answer on:—
As to age, charge for, should not be made .. .. **1165**(6) (*d*)
Suitable punishment 1281
Former, not acknowledged on re-enlistment, effect on service pension **3672**(4)
Former service to be stated on .. .. **467**(5)
Leave on 1394
Rations, issue on or before 2655
Trade to which mustered on, record on service documents 482
Travelling expenses prior to 3014

Attestation Paper:—
Documents to be attached to .. .. **2096**(2)
Errors in, Officer i/c Records competent authority for amendment .. 476
Misstated age, entry on 2102
Name, alteration in 2100
Preparation, custody and disposal of **2096, 2117**

Audit:—
Band accounts **2066**
Boards, *q.v.*
Institute accounts 1784
Library records .. .. **882**(3) (*c*)
Non-public accounts 1346
Sergeants' mess accounts 1716

Auxiliary Air Force:—
Officers, command and precedence when called out or embodied .. 120
Officers, seniority 120

Aviation Meetings:—
Participation in, sanction required 799

B.

Badges:—
Air gunner's:—
Award of 818
When to be worn 198
Flying:—
Award of **811, 812**
When to be worn 198
Free issue on promotion, appointment, &c. .. .. .. **2535**(2), **2550**(5)
Good Conduct, *q.v.*
Observer's:—
Award of 817
Wearing of 198
Officiating chaplain's .. .. **838**(4)
Rank, in other services, officers and airmen to know 146
Sealed patterns not to be deviated from 184
Unauthorised emblems, wearing of, forbidden 186

Baggage:—
Active service allowance **3127**
Allowance:—
Airmen:—
Articles not allowed .. .. **3133**(12)
Discharged or transferred to reserve .. .. **3131**(4)
Personal effects of deceased **3133**
Scale (including allowance for families) **3131**

Digitized by Google

Baggage—*continued.* PARA., &c.

Officers:—
Articles not allowed .. .. 3133(12)
Entitlement to conveyance 3017
Personal effects of deceased 3138
Scale (including allowance for families and civilian servants) 3129
Cargo, procedure when sent home as 2500
Computation of weights 3132
Conveyance of:—
Charges admissible 3134
Method 3133
Definition .. .. Explanation of Terms
Dock and agency charges .. .. 908, 3134(1)(2)
Effects, personal, of deceased officer or airman 3138
Embarkation officer, duties regarding 968
Entrainment of 902
Excess, shipment of, conditions 968
For disembarkation:—
Baggage parties 1049
Certificate to be given to the master 1055
Customs examination 1050
For embarkation:—
Ammunition not allowed amongst baggage 963
Articles liable to rejection 965, 968
Bicycles, how packed, and number permitted 965
Collection, measurement and package of baggage 965
Consignment notes, issue of 933
Crates accepted only at owner's risk 965
Kitbags and arms, procedure 979
Marking and labelling of baggage 966
Non-entitled:—
Applications for conveyance of 969
Order of priority of .. .. 968(5)
When may be accepted as indulgence baggage 965
Person proceeding independently, instructions 967
Safeguarding .. .. 907(2)
Statement of, forwarded to embarkation officer 967
Verification of total cubic measurements .. .. 968(7)
Heavy, of officers returning on posting to home establishment .. 3140
Insurance 3139
Parties 907, 971, 1049
Porterage for, when admissible 3067
P.M.R.A.F.N.S., scale 3129
Quantities carried free by rail .. .. 3132(2)
Rooms, inspection of, and certificate 970
Safeguarding 907
Shipment, excluded from, procedure 972
Shipment of, procedure 971
Station, change of, while on leave 3141
Unaccompanied, conveyance for 968
Unit baggage and stores 3136
Warehousing .. .. 3134(3)

Balance Sheet:—

Institute, preparation of, and forms of certificates included with .. 1784
N.A.A.F.I., annual publication and distribution 1752

Ballast:—

Use of, in aeroplanes 703

Balloons:—

Airship out of control classed as .. .. App. XXVI(23)
Captive, near aerodromes, special permission necessary .. App. XXVI(42)
Lights carried by, and day marking of .. .. App. XXVI(7, 8)
Rules of the air .. .. App. XXVI

Digitized by Google

Band(s) :— PARA., &c.

Accounts 2066
Allowances towards maintenance of 2061
Central :—
Distribution of N.C.Os. from, as instructors, &c. 2060
Officer i/c, duties of 2063
Organisation, and regulations generally 2062
Copyright Act, 1911, observance of 887
Engagements :—
Generally 2071
Private, restriction in acceptance of 2072
Proceeds from, expenditure of 2070
Establishment of 2060
Fund, expenditure from 2069
Honours and salutes, participation in 141, 142
Insurance against risk to personnel at private engagements 2071 (2A)
National anthems 2073
On board ship, restriction as to playing near harbour 987
Property :—
Generally 2067
Lost or damaged 2068
R.A.F. College, organisation, &c., of 2064
Voluntary :—
Administration of, by C.O. of station or unit .. .. .. 2065(4)
Distribution of grants and personnel to 2065
Instructors' documents, entries on 2095
Organisation of 2060

Bandsmen, *see also* **" Musicians " :—**

Band property lost or damaged by 2068
Pay, etc., arrangements for 2805
Payments to, from band funds 2069
Private engagements, acceptance by 2072

Bank :—

Accounts :—
Institute 1784
Public :—
Authority to bank to accept signature of deputy 2723
Balances to be kept at minimum 2742
Cheques to be paid in as soon as possible 2744
Closing of, procedure regarding unused drafts .. .. 2746(4)
Coin book, use of 2741
Drawings from, draft to be used 2741
How opened 2740
Interest to be brought to account 2740
Overdraft not permitted 2741
Signature, authorisation to accept 2740
Supply of funds to, procedure 2739
Works area headquarters 1825
Separate, may not be merged 2745
Draft, instructions regarding 2746
Officers need not bank with R.A.F. agents 2777
Pass book .. ..
Instructions 2740, 2746
Production of, to C.O. at inspection of cash .. .. .. 2758(4)
Verification of balance 2751

Bankruptcy :—

Of officer, notification and report 1089

Baptismal Certificates :—

For airmen's families 2365

Digitized by Google

Barrack Damages :— PARA., &c.
Assessment of 1853
Cash book, general charges account in 2815
Charges for, procedure 1853, 1854, 2815
Civilian employees, charges against 1853, 1854
Court of inquiry, holding of 1853, 1854
Deficiencies or damages in buildings, &c., how determined at inspections 1853
Full or partial charge against the public 1853
Hired premises, in, procedure 1915
In public quarters .. .. 1799(5)
In service institutes 1780
Machinery, damage to, treated as .. .. 1859(7)
Pay ledger, airmen's, copy of general charges to accompany 2812
Persons liable to charges for, how determined 1853
Repair of 1853

Barrack Room :—
Allotment of, for accommodation of sick families 1535
Intoxicants forbidden in 1095
Orders concerning, to prevent loss from kits 2541
Space allowance in 1844
Ventilation of .. .. 1845(1)

Bars :—
Prohibited in messes 1697

Bathing :—
Parades for, and precautions for preventing accidents 458

Batmen :—
Accommodation for, in public quarters 1796
Free conveyance for, when provided 3026
Lodging allowance, when not entitled to .. .. 3262(4)
Payment of 859
Scale of, allowed 858
Selection and employment of 858
Unobtainable, allowance in lieu 3303

Bedding :—
Airing and disinfection of, medical officer to arrange .. .. .. 1485(7)
Airmen in close arrest, allowed .. .. 1111(11)
Airmen under detention 1216
Apprentices and boy entrants, apparently damp, to report .. .. 2547(1)
Blankets, issue on cross-channel passages 906
In billets, inspection of 1901
Inspection of .. .. 2545(2)
On board ship :—
Airing of 1002
Disinfection of 1024
For hospital use, medical officer to draw from the master .. 984
Inspection of 1000
Issue of 983, 984
Lost or damaged, procedure 1019, 1020
Return of 1045
Scale of 984

Beer :—
In institutes and at entertainments, instructions as to sale of .. 1764, 1768
Introduction into barrack rooms forbidden 1095
On board ship :—
Passengers forbidden to take or receive 982
Time for issue of 1016
With dinner, for corporals and aircraftmen 1095

Benevolent Fund, R.A.F. :—
Voluntary subscriptions to 2840

Digitized by Google

	PARA., &c
Berths :—	
Indulgence passengers, when may be required to vacate	925
On board ship, allotment of, by embarkation officer	910
Bicycle(s) :—	
Allowance for use of	3068
For embarkation, how packed, and number permitted	965
Wear and tear of, no claims entertained	3068
Billets and Billeting :—	
Absence, temporary, from	1903
Accommodation and meals, details of	1894, 1898
Allocation and selection of	1898
Appeals and complaints by householders	1901(2)
Charges for	1894(4)
Civil police, selection of, by	1896
Damage to, claims regarding	1901(4)
Demands for, to be limited to actual needs	1897
In times of emergency	1896
Insanitary, vacation of	1901(1)
Inspection of	1901(3)
Law of	1892
Liability for provision of	1895
Licensed premises, when usable for	1898(1)
Messing, central, etc., additional accommodation for	1900
Of airmen :—	
For families	1898(6)(7)
Procedure	1894, 1896
With subsistence	1899
Of officers, for accommodation only	1894(2)
Payment for, rules as to	1902, 1903
Routes, under authority of	1896, 3047(6)
Temporary absence, retention of, during	1903
Unoccupied buildings, use of, for	1898
Vacation of, notice to be given	1904
When resorted to	1898
Bills :—	
Approval of C.O. requisite before payment of	2730
Band, for articles supplied to, entries of	2067(5)
Confidential list of, for payment	2915
Payment of	2742, 2902, 2903, 2907
Safeguards against wrong payments	2916
Bills of Lading (Form 738) :—	
Form for	2474
Freight not chargeable to Air Ministry, to be noted on	2473(6)
Issue of, stamped and unstamped	2483
Material excluded from shipment, procedure regarding	2486
Measurements and tonnage, calculation of, for insertion on	2475
Preparation and disposal of	2484
Receipts on, procedure	2493
Shipment from abroad, instructions regarding	2496
Binding :—	
Orders for	2286
Binoculars :—	
Duty pilot, to be used by the	823
Stock of	2567
Birds :—	
Shipment in transports	919
Birth(s) :—	
Notification of, in airmen's families	2364
Officer's official date of	2338
Place of, recorded on attestation	467
Registration of, at home and abroad	2368, 2369

Digitized by Google

Birth Certificate :— PARA., &c.
Age misstated on enlistment, production of 2102
Airman to produce to C.O. on birth of child 2364
Attestation paper, to be attached to 2096
Family allowance, supporting claim for 3356
Fees for, payment of 2367
Issue of, abroad .. .. (5)

Blankets, *see* **"Bedding."**

Blood Transfusion :—
Recording of, on certificate of service and granting of sick leave .. 2132(19)

Board(s), *see also* **"Medical Boards" :—**
Airman considered inefficient, examination by .. .. .. 504(9)
Audit:—
Accountant officer may be member of 2727
Composition of, and procedure 1346
On band accounts 2066
On non-public accounts 1346
Buildings, on applications for re-appropriations of .. .. 1832(5), 1835
Buildings, taking over of new or reconstructed, assembly of 1834
Central trade test, *see* **"Trade Test(s)"**
Convening authority 1343
Examining, in foreign languages, composition of, and instructions for 417
Object of 1344
Of survey:—
Aircraft and engines 679
Cargo damaged, holding of 2492
Documents, to consider disposal of 2199
Furniture, regarding liability for replacement or repair of .. 1799
Maps and charts, on unserviceable 2270
On medical and dental stores 1655
On board ship:—
Complaints, for investigation into 1040
Stores lost or damaged, when held 1019
Proceedings of, how recorded 1345
Rations unfit for use, appointment of, and procedure .. .. .. 2677(2)
Selection, for promotion of officers 354
Ships, for inspection of hired, prior to embarkation 930
Sites, on appropriation of, constitution and functions 1835
Trade testing, constitution of, and instructions .. .. ..498 to 502
When to be held 1343

Boat Party :—
Provision and duties of .. .. 986(2)

Boat Stations :—
On board ship, reading of orders concerning 931

Boats, *see also* **"Ships," "Marine Craft" :—**
Compliments and salutes in 160

Boilers :—
Steam, responsibility for operation and maintenance .. .. .. 1859(5)

Bombs :—
Dropping of, precautions during practice 774
Live, carrying of, in aircraft 776

Bookmaker :—
Acting as, forbidden 1094

Books, *see* **"Publications."**

Booster Fire Pumps :—
Maintenance of, responsibility .. .. 1859(6)

Digitized by Google

Boy Entrants :— PARA., &c.

Advancement of 487A
Divine service, attendance at .. .. 836(3)
General conduct sheets, destroyed on reclassification 2154 (6A)
Pay of .. .. 3447(9)
Posting and employment of, on passing out of school of technical training 597A
Punishment of 1143
Purchase of discharge 642
Religious instruction of .. .. 98(9), 842
Treatment of 1079

Brewers :—

For service institutes, appointment and change of .. .. .. 1768(6)

Broadcasting :—

Band, fee when 2071
Talks on service subjects prohibited .. .. 1072(7)(8)

Brothers and Sisters, *see also* **"Families" :—**

Allowances for:—
Airmen's:—
Mode of payment 3850
Rates and conditions 3806, 3814
Applications for, and procedure 3745, 3748
Commencement, date of 3752
Compensation from third party, effect on 3751
Death, circumstances of, effect on 3749, 3807
Discontinuance of, when incurred 3747
Games, attributability of injuries sustained in 3750
Not granted when gratuity paid to officer 3762
Officers':—
Mode of payment 3838
Rates and conditions 3775
Poor relief, &c., repayment from 3789, 3809
Rights as to 3743, 3744
Warrant officers', rates and conditions 3786, 3787, 3795

Bugle(s), *see also* **"Trumpets" :—**

Calls, on board ship 1017

Buildings, *see also* **"Hirings" :—**

Alterations and additions to, authorization requisite .. .. 1799(5), 1840
Appropriation of 1831
Barrack damages, generally 1853
Board on appropriation of sites, &c., constitution of 1835
Board, when unnecessary 1836
Damage to, write-off of .. .. App. VI (1B)
Fixtures:—
How obtained 1839
In charge of guard 826
Inventory, preparation and custody of 1838
Garages, erection of private 1842
Handing over and taking over of 1834
Heating plant, &c., operation and maintenance of 1859
Hospital, repairs to 1598
Housing of civil aircraft, restrictions 2041
Inspections of:—
By C.O. 1851
By medical officers 1852
By works officers 1850
Marching-in and marching-out 1849
Instructions generally .. .. 1829 to 1861
Orderly officer, responsibility for safety of 822
Private motor vehicles, housing of, conditions 1842, 1964
Proposals regarding, consultation with works and medical officers .. 1837

Digitized by Google

Buildings—*continued.* PARA., &c.
Re-appropriation of 1832
Record, detailed accommodation, preparation of 1829
Repairs, other than for barrack damages, demands for 1855
Sale or demolition of, submission of proposals for 1841
Sanitation of:—
Maintenance of 1845, 1846
Responsibility of C.O. 1830
Security and care of, responsibility of C.O. 1830, 1873, 1874
Sheds, occupation, purchase or erection of, by civilians 2042
Sites for, selection of, and preparation of plans, procedure 1833
Snow, removal of accumulations from roofs of.. .. .. .. 1845(8)
Space allowance in barrack and guard rooms 1844
Taking over of new or re-constructed 1834
Unoccupied, use of, as billets .. .. 1898(2)
Wireless telegraphy, admission to .. .. 853(11)

Burial:—
Place of, report 2320
Removal of body out of or into England and Wales 2370

By-Products:—
Collection of, special employment of men not permitted .. .. 1736(1)
Disposal of, responsibility.. 1728
Generally 1736

Bye-Laws:—
Concerning mechanical transport, observance of 1965, 2008
Railway, observance of 2455

C.

Cab Hire:—
For invalids, medical officer's certificate 1057
Travelling expenses, when admissible as 3066
Voucher to be obtained, when over 10*s*. 3159

Cabins:—
Allotment of 910
Ammunition not allowed in 963
Cleaning 1000
Daily inspection 1000
Separate, to whom granted 3107A

Cables, *see* "**Telegrams.**"

Cadet(s):—
Commissions, appointment to 324
Medical examination of 1443A
Travelling expenses on first appointment to commission 3013

Camp:—
Confinement to, *q.v.*
Field allowance for officers and warrant officer in .. .. 3289 to 3291
Inspection of, by member of royal family, disposition of forces .. 143
Travelling allowances when in, admissibility 3081

Camp Kit:—
Issues in kind 2572

Candidature for Parliament and Other Public Bodies:—
Rules in regard to 1092

Canes:—
Carrying of 190

Digitized by Google

Canteen, *see also* "**Institutes, Service**":— PARA., &c.
On board ship 1039

Cap:—
Airmen in arrest to be deprived of .. .. 1111(8)
Removal in theatre or building, when National Anthem played .. 142(5)

Captain of Aircraft:—
Detailing and authority of 806
Instructor, detailing of, as 807

Cargo Book:—
Inspection of, by officer supervising unloading .. .. 2493(1)

Carrier's Notes:—
Baggage, conveyance of, how used in 3133
Contractors, material sent to and from, when used for 2468
Material for shipment, use of, instructions 2474, 2480
Payments in respect of, by Air Ministry 2906
Preparation, custody and disposal of 2459, 2463

Case Sheets (Form 41):—
Sick quarters:—
Completion on discharge from 1498
How prepared and filed 1495
Use of, on admission to or discharge from hospital .. .. .. 1604(5)(8)

Cash, *see also* "**Funds**":—
Accountant officer, responsibility for 2724
Balance of non-public funds, checking of 70
Balance statement, procedure 2758
Balance to be kept at minimum .. .. 71(1)(*h*), 2742
Coin book, use of .. .. 2741, 2830(3)
Deficiencies in, court martial charges for 1264
Hospital:—
Brought by patients on admittance, procedure .. .. .. 1597(2)
Of airmen sent to, procedure .. .. 2600(2)
Inspection by C.O., instructions 70, 71, 2758
Loss of private, indemnification not granted 2638
Loss of public or non-public, report .. .. 84(2)
Of deceased officer or airman, disposal of .. .. 2604(10)
Officers proceeding by sea to provide themselves with sufficient .. 1036, 2779
Payments:—
Method of making 2759
To persons other than payee 2761
Private, of airmen sentenced to detention, how dealt with 2601
Requisition 2739, 2742
Surprise check by command accountant .. .. 2720(6)
Unit or station closing down, procedure 2756
Verification of, by accountant officer 2752

Cash Book:—
Airman not to have access to .. .. 2747(3)
Balancing of, when carried out 71
Cash balance statement 2758
Certificates of payment, amount shown to be credited in 2830
Change of accountant officer, procedure regarding .. .. .. 71(1)(*j*)(*k*)
Checking of, with cash in hand 71, 2747
Daily entries in, procedure 2750
Erasures not permitted in 2728
General charges barrack damages account in 2815
Inspection by air or other officer commanding .. .. 48(4)
Instructions for accountant officer regarding 2747
Lists of differences on 2754
Monthly copy of 2753
Remittances, entry in, how supported 2838
Unit or station closing down, procedure regarding 2756
Vouchers to support, instructions regarding 2749

Digitized by Google

Cash Equivalent Allowance, *see also* **"Ration Allowance":—** PARA., &c.
Rate of, and when drawn **2663**

Cashiering:—
Cessation of pay on .. .. **3414**(3)
Retired pay, effect on **3597**

Casual Payments:—
Book, retention and inspection of **2813**
Payment by, of airmen unable to attend pay parades .. .. **2830**(12)(13)

Casual Purchases, *see also* **"Local Purchase":—**
Foodstuffs **2671**
Stationery, in exceptional urgency **2286**
When may be made, and limitation of **2394**

Casualties, *see also* **"Deaths," "Injuries":—**
Air force personnel under naval discipline, reporting of **2311A**
Civil aircraft, responsibility when caused by R.A.F. personnel flying **800**
Court of inquiry into, holding of **1325, 1326**
Family allowance, affecting, notification of **3373**
Flying:—
Medical examination after **1444**
Reporting of **2310**
Next-of-kin, how informed **2316**
Non-flying, reporting of **2311**
Private aeroplane, when arising out of duty flight in **801**
Self-inflicted or accidental injuries, report on **2312**
Serious illness, to be reported **2315**
Third party compensation, involving action after **2323**
To airmen, special instructions as to reporting **2317**
War, in time of **2309**

Casualty Forms (Forms 739, 747 and 855):—
Airmen subsisted in hospital, entry of period .. .. **2673**(2)
Attachments, how recorded on **338, 604**
Compilation and issue of, responsibility of C.O. .. .. .. **71**(1)(*l*)
Courses of instruction or training, how recorded on **395**
Deserters or absentees, notification on **1161**
Entries recorded in pay ledger from **2807**
G.C. badges, award or restoration of, entry in **1186**
In India, daily routine orders to take the place of **866**
Pay ledger, charges in, to be made from **2816**
Pay ledger, to accompany **2812**
Pay list, to accompany **2786**
Postings, how recorded on **333, 338, 604**
Preparation and distribution, &c., of **867**
Result of court martial on airman, when included in **1296**

Cats:—
Licence for movement of **876**
Movement of, by air, forbidden **737**

Central Medical Board, The:—
Airman pilots to be passed medically fit by **506, 1446**
Composition and functions of **1440**
Proceedings, method of recording **1441**
Records, disposal of **1442**
Who to be examined by .. .. **1440**(3)

Central Trade Test Board, *see* **"Trade Test(s)."**

Ceremonies, *see* **"Salutes," "Flags," &c.**

Digitized by Google

Certificate(s) :— PARA., &c.

Air navigation 382
Baggage disembarked, of 1055
Baggage excluded from shipment, use of 972
Baggage rooms, of inspection of, before embarkation 970
Bank balance, of, by bank manager .. .. 2740(4)
Baptism, marriage or burial, chaplain not to accept fees for .. .. 98(10)
Barrack damage caused by recruits, of, when chargeable to public .. 1858
Births, baptisms, marriages and deaths, generally .. .. 2363 to 2369
Civil power, of conviction by:—
Fee payable for 2910
When obtained, and procedure .. .. 1133(5)
Clearance:—
Air force hospital, production required before leaving 1601
Responsibility of C.O. .. .. 72(11)
Unit, production required before leaving 2423
Death, payment for copy of .. .. 2910(*d*)
Deserter or absentee, of surrender of 1162
Duty pay for airmen on sanitary duties, form of 3455
Educational, R.A.F. .. .. 455(17)
Embarkation, to support officer's first pay charge .. .. .. 2776(3)
Entertainments duty, to accompany applications for exemption .. 373
Family allowance, to support claim for 3356
Foodstuffs and hospital diet accounts, to support 2668
For friendly societies, provision of, by C.O. of hospital 1620
Handing-over:—
C.O. to report as to, before retirement, &c., of officer 3537
In air force hospital, use of 1600
When prepared, and form of .. .. 72(11), 73, 2427
Hard-lying money, to support claim for 3459
Health, furnishing of private 1420
Institute funds, forms of, used in connection with 1784
Institute property, form of, to be rendered by checking officer .. 1784
L.S.G.C.M., recording on certificate of service .. .. 2132(19)
Medical, for families before embarkation 937
Messing, officer to sign on board ship 1035
Naval paymaster, by, of airman's allowances 2852
Officer's first pay charge, to support .. .. 2776(3)
Pay parades, of amount paid at .. .. 2830(9)(11)
Payment of ration allowance, to support .. .. 2659(5)
Physical training instructor, awarded to 460, 462
Police, for airmen qualified for employment as .. .. .. 509(5)(6)
Protecting, use of, as regards airman believed to be deserter .. 1167
Ration allowance, to accompany account of .. .. 2659(5)
Records for production to court martial, of copies of 1250, 1251
Service detention rooms, of suitability of .. .. 1215(4)
Travelling claims, when to support 3159
Travelling expenses in obtaining artificial appliance, to support claims for 3019

Certificate of Service (Form 280) :—

Absent voter's card kept with 2107
Active service, not to accompany airmen on 2116
Admission to hospital, disposal on 2114
Age misstated on enlistment, entry on 2102
Airman recommended for training as pilot, or air observer, noting on 506(2*c*), 2132(16*c*)
Airmen to see their, once annually 2137
Alteration of punishments, record on 2110
"Authority," what to be quoted on .. .. 2132(18)
Band instructors, entries in respect of voluntary 2095
Character, assessment of, on .. .. 2138 to 2140, 2142
Committal to prison or detention barracks, disposal on 2115
Compilation of, general instructions .. .. 2130 to 2142
Corner of, when cut off .. .. 2132(12)
Courses of instruction, results entered on .. .. 395, 2132(16)

Digitized by Google

Certificate of Service—*continued.* PARA., &c.

Custody of 2112
Dates, how shown on .. .. 2132(20)
Description of airman recorded on .. .. 2132(11)
Detachment and attachment not to be recorded on .. .. .. 2132(13)
Discharge particulars on .. .. 2132(12)
Discharge purchased, amount paid to be recorded on .. .. .. 644(4)
Discharged airmen re-enlisted, disposal of 2135
Disposal of, generally 2116
Documents to be kept enclosed in 2131
Duplicate, when may be issued 2133, 2134
Errors and alterations in, how attested 2111
Extension and prolongation of service, how recorded on .. .. 2132(5)
G.C. badges, record on, to be kept .. .. 1186, 2132(15)
Gratuity attaching to medal or decoration, payment of, record on .. 314
Illegal absence, entry on 2101
India-rubber stamps, use of, forbidden on .. .. 2132(21)
Lost, defaced, or tampered with, procedure 2133, 2134
Marriage record on .. .. 2132(10)
Medals, decorations, &c., entry on .. .. 2132(19)
Occupation in civil life, how described on .. .. 2132(1)
Original, not to be sent from stations abroad .. .. 2109(3)
Person to be notified of casualties, verification .. .. 2132(9)
Pins not to be used on 2131
Preparation of, by Officer i/c Records 474, 2130
Prior engagements, how recorded on .. .. 2132(7)
Promotion to commissioned rank, recommendation for, to be entered on .. .. 2132(19A)
Re-engagements, how recorded on .. .. 2132(6)
Re-enlistment, disposal of original 2135
Religious denomination to be recorded on .. .. 2132(3)
Reservist rejoining or mobilized, disposal of 2136
Reversions, reductions, musterings, promotions, to be recorded on .. 2132(14)
Service, how recorded on .. .. 2132(13)
Terms of enlistment, how recorded on .. .. 2132(4)
Time forfeited, what to be entered on .. .. 2132(17)
Trade on entry, how recorded on .. .. 2132(2)
Trade proficiency, assessment of, on 2141, 2142
Transfer to, and recall from reserve, entry by Officer i/c Records .. 2132(8)
Volunteers for training as airman pilot, entry for .. .. .. 2132(16)

Chairs:—
Deck, shipment of .. .. 965(6)

Chaplains:—
Apprentices and boy entrants, religious instruction to .. .. 98(9)
Baptismal register to be kept by 2365
Books to be kept by 2352
Church, responsibility for building used as .. .. 98(8)
C.O. to ensure respect due to 68
Communion wine, reimbursement of expenditure on 837
Compliments to, as for officer of relative rank 68
Conduct of, to be in accordance with his position 98
Daily prayers, reading of 841
Discipline, responsibility to C.O. .. .. 98(3)
Duties of 98, 841, 842
Fees for services in official capacity, not to accept .. .. .. 98(10)
First appointments as .. .. 324(3)
Honorary to the King 349
Hospital patient seriously ill, notification to 1611
Hospitals or temporary units, may be required to minister in .. 98(5)
Impartiality to be maintained regarding accused persons .. .. 98(2)
Interpreters, ineligible for awards for .. .. 404(2)
Jewish 840
Licence from Archbishop of Canterbury .. .. 98(12)

Digitized by Google

Chaplains—*continued.* PARA., &c.

Ministrations by:—
Arrangements .. .. 833 to 836
Responsibility to C.O. .. .. 98(4)
Mode of addressing .. .. 68(3)
Officiating:—
Appointment of, and duties 838
C.O. to ensure respect due to 68
Daily prayers, reading of 841
Payment of 839, 2903
Religious instruction to be given by 842
Travelling, allowance towards cost of 3014B
Principal:—
Instructions for .. .. 98(11)
Travelling claims, where referred 3150
Public quarters, exemption from occupation of 1802
Relative ranks of 113
Scales of:—
Disability retired pay for, holding short service commissions .. 3622
Disability retired pay or gratuity for 3621
Full pay for 3419
Half-pay for 3501
Retired pay for 3567
Service of:—
Effect on half-pay scales 3506
Previous, when counted towards pay increments 3434
Short service commissions, holding, gratuities for 3571
Sick, instructions for attendance on .. .. 98(7), 833
Station activities, not obliged to assist in .. .. 98(2)
Status of 68, 113
Washing of altar linen, &c., reimbursement of expenditure on .. 837

Character:—
Assessment of:—
Active service abroad, procedure 2142
Alteration of punishments, effect on .. .. 2110(2)
Apprentices and boy entrants on reaching 18 .. .. .. 2138(5)
Band instructors, voluntary 2095
Care in awarding 2139
C.O. to sign .. .. 2140(5)
Guidance in 2140
Officer i/c Records, how informed of 2097
On miscellaneous record sheet 2106
V.G.*, when may be awarded .. .. 2140(2)
When recorded 2138
Civil court, information as to airman's, when given to 1133
Court martial, evidence as to, for use at 1252
Courts of inquiry, affected by, instructions 1318
G.C. badges, effect on award of 1177, 1178
L.S.G.C.M., effect on award of 250
Officer's, impugned, action 1088
Testimonials as to, officers not to forward in applications to Air Ministry 1084

Charge(s) (For financial charges *see* "**Accounts,**" "**Pay**" and under the several financial services concerned):—
C.O., when may dispose summarily of 1129
Court martial:—
Framing of, advisory capacity of legal officers 102
Recording of values in 1270
Disposal of, procedure preparatory to 1128
Drunkenness, for, how disposed of 1152
Entry of, against offenders, instructions 1119, 1127
Immediate disposal of through urgency, report 1130
Investigation and disposal of, generally .. .. 1126 to 1133

Digitized by Google

Charge(s)—*continued.* PARA., &c.
"Making away with" R.A.F. equipment, when should be preferred 1267
Offence against superior, considerations governing gravity of .. 1237
Offences while in hospital, for, investigation and disposal of.. .. 1131
To whom to be referred, for trial, &c. 1129

Charge Sheet(s) (Form 252):—
Accused to be given copy of 1119, 1261
Rendering of, on commitment of offender, instructions 1119
Summary punishment of officer, copy to accompany report to Air Ministry .. .. 1153(6)
When submitted to Judge Advocate General 1230

Charts, *see* "**Maps.**"

Cheques:—
Drafts:—
Books, issue and use of 2746
Cashed, for pay and allowances to accompany pay list 2786
Forms, exempt from duty 2746
Naval paymaster, may be cashed by 2850
Officers, payment by.. .. ..2774, 2850
Outstanding, list of, to accompany cash account.. 2753
Payment by, when made and procedure 2759
Institute, use of, when permitted 1767
On board ship:—
Not accepted for payment of charges 1036
When may be cashed by naval paymaster 2850
Receipt of, action by accountant officer on 2744
Signature of, in absence of accountant officer 2723

Chests:—
For secret and confidential books, &c., keys of 2256

Chevrons:—
When supplied free .. .. 2535(2), 2550(5)

Children, *see also* "**Families**":—
Adoption of.. .. .. 2365A
Allowances for:—
Airman's compassionate, rates and conditions 3812
Applications for, procedure 3745
Belated claims for, effect on.. 3748
Cannot be claimed as a right 3744
Commencement of, date of 3752
Commutation of retired pay, effect of 3763
Compensation from third party, effect on 3751
Death of airman, governed by circumstances of 3807
Discontinuance of, when incurred 3747
Misconduct or negligence, death due to, effect on 3749
Not granted when gratuity paid to officer.. 3762
Of deceased officer, payment of 3838
Officers:—
Compassionate, rates and conditions 3772
Education, rates and conditions 3773
Pension withheld from widow, grant of 3788, 3808
Poor relief, &c., repayment from 3789, 3809
Travelling, rates of 3096
Warrant officer's, compassionate, rates and conditions 3794
Birth and baptismal certificates for 2364, 2365, 2369
Conveyance of, rates when travelling on railway warrant 3054
Conveyance to school 1956A
Education of airmen's, oversight of arrangements for.. 436
Entry of sons of officers and airmen, instructions 470
Family allowance:—
Cessation or adjustment on death of 3364
Effect of admission to state-aided and rate-aided institutions on 3370, 3371

Digitized by Google

Children—*continued.* PARA., &c.

Family allowance—*continued.*
When may be paid to guardians of, or airman 3358
Who eligible 3352
Intoxicating liquor, restriction as to serving of 1768
Maintenance stoppages, procedure 3467
Religious instruction of 842

Chimney Sweeping:—
Who to arrange 1861

Chinese, *see* "**Foreign Languages.**"

Chocolate:—
In transports, issue on payment 1088

Christmas Day:—
Observance of 59, 834
Sentence of detention expiring on, when released 1204

Cinematograph:—
Copyright Act, 1911, observance of 887
Entertainments duty, conditions of exemption 873
In institutes, electric current for, liability for cost of .. .. .. 1756(4)(5)
Organisation of entertainments 1760

Civil Aviation:—
Civil air traffic 2049
Civil pilot's licence required by officer or airman flying civil aircraft 800
Erection or occupation by civilians of sheds at stations, applications for 2042
Escorting of civil aircraft by service aircraft 809
Issue of petrol, stores, &c., on payment to 2043
Medical attendance for personnel injured at air force aerodromes .. 2044
Officer's private aircraft regarded as civil aircraft 800
Receipts, instructions to accountant officers 2919
Repair of civil aircraft by air force personnel 2048
Responsibility of C.O. of station regarding departure of civil aircraft 2036A
R.A.F. aeroplanes using civil aerodromes, instructions 729
Salvage of aircraft by R.A.F., charges 2045
Telephone, &c., facilities, use by, and charges 2047
Travelling in connection with, claims for expenses 3158
Trials of aircraft, arrangements and conditions .. .. .. 800 to 803
Use of air force aerodromes:—
Abroad 2050
Accommodation of civil aircraft, conditions 2041
Customs and excise, procedure for incoming aircraft 2038
Embarkation of passengers and freight after forced landing .. 2044
Generally 2036
Housing fees 2041
Landing fees 2040
Record of 2037
R.A.F. not liable for loss or damage incurred in 2039
Use of service transport, conditions 2046

Civil Court:—
Airman charged in, attendance of officer at, instructions 1133
Airman in prison or detention, removal of, for attendance at .. 1211
Alleged deserter brought before, procedure .. .. 1164(3)
Conduct sheets, officer attending, not to take .. .. 1133(2)
Conviction(s) by:—
Airman's action 1133
Certificate of:—
Fee payable 2910
When to be obtained, and procedure .. .. 1133(5)

Digitized by Google

Civil Court—*continued.* PARA., &c.
Conviction(s) by—*continued.*
Conduct sheet, entry on .. .. 2153(4)
Copies of, to be annexed to conduct sheet .. .. 2153(4)(c)
Discharged for, service not to count towards pension .. .. 3672(4)
Forfeiture of L.S.G.C.M. 295
G.C. badges, deprivation of, recommendation and approval requisite 1181
Of felony, committee of adjustment 2603
Report of, when made, and procedure .. .. .. 1133(4) to (6)
Fines imposed on airmen by, payment and recovery of 1133, 2820
Probation officer, action when airman placed under care of .. 1133(2)(11)
Solicitor, when may be employed, and procedure 1100
Witnesses or defendants at, travelling expenses, &c., for 3029

Civil Employment:—
Attestation, to be recorded on .. .. 467(6)
Engagement in, restrictions 1096
Guide to 658
Of airmen on board ship, payment for 1001
Of officer:—
Conditions 345, 346
Drawing non-effective pay, conditions .. .. 3508, 3834, App. XIII
Retirement, on .. .. 3540(3)
Pay of airman obtaining Air Ministry employment whilst on leave before discharge or transfer to reserve .. .. 1096(4)
Vocational education of airmen to aid in obtaining 435

Civil Hospital:—
Accounts for treatment in, payment of 2902
Admission of officers to, conditions 1515
Charges for treatment of officers in .. .. 1544, 2788(1)
Members of family admitted to, diversion of family allowance .. 3372
Rations or ration allowance not issuable when dieted in 2657
Recovery of expenses for treatment in, officers 1516
Transfer of patients to, from air force hospital .. .. 1604(7)

Civil Power:—
Absentee or deserter in custody of, procedure 1162
Aircraft overdue, notification to 733
Airman sentenced to death by, service gratuity not issuable 3694
Airmen in custody of:—
As deserter, protecting certificate, when issued 1162, 1167
As deserter, travelling expenses and subsistence of 3030
Forfeiture of pay 3470
Remission of forfeiture of pay 3473
Subsistence of 2675, 3030
Apprentices and boy entrants, when should be dealt with by .. 1143(2)
Arrest of officer or airman by, procedure for removal 1118
Billets, procedure regarding provision of, by 1896
C.O. to enjoin deference to civil authorities 67
Conviction by, *see* "**Civil Court.**"
Desertion and fraudulent enlistment, action before, in Scotland, procedure 1166
Duties of R.A.F. in aid of .. .. 847 to 849
Imprisonment by, effect on character assessment .. .. .. 2140(3)
Pensioners called on to assist, penalty on refusal .. .. .. 3678(1)(c)

Civilian(s):—
Admission of, to stations, instructions 853, 853A
Authorities, issue of R.A.F. equipment to, authority requisite .. 2398
Authorities, relations with 67
Buildings occupied by, responsibility as regards fire 1873
Communication with, restrictions 1072, 1090

Digitized by Google

Civilians—*continued.* PARA., &c.

Gardeners, applications for employment of 860
Hospital treatment 1542
Injured or killed, court of inquiry 1329
Institutes, service, rules as to admission to 1766
Labour for repair of underclothing 2547
Labour, hiring of, for loading or unloading transports 2439
Property, damage to, court of inquiry 1329
Witnesses, *see* **"Civilian Witnesses."**
Workmen, conveyance of, in service transport 1950

Civilian Dental Surgeon, *see* **"Dental Surgeons."**

Civilian Employees:—

Admission to hospital of **1541, 1542**
Barrack officers and station wardens 2390
Buildings occupied by, responsibility as regards fire .. .. .. **1873**(7)
Casualty forms, preparation for 867
Clearance certificate, to produce before leaving unit 2423
Flying by, conditions 798
Hospital charges for .. .. **1541**(7), **1542**(2)
Income tax, mode of assessment 2948
Injuries to:—
Compensation, accountant officer to pay 2903
Report to be rendered by medical officer 1449
Institutes, permission to use, when granted 1766
Medical attendance for **1541, 1542**
Medical examination of 1449
Official Secrets Acts, attention to be called to 1071
Patents and registration of designs, procedure 862
Payment of 2978
Public quarters for 1807
R.A.F. equipment lost or damaged by, procedure as to charges .. 2420
Rations for, issue on repayment 2664
Regulations relating to, where found 1
Returns of 854
Service transport, use of 1955
Standing orders, to acquaint themselves with .. .. **61**(3)

Civilian Medical Practitioners:—

Airmen sick on leave, engagement of 1400
Attending injured personnel of civil aircraft, fees for 2044
Dental anaesthetics, administering of, by 1572
Employment of, by officer sick on leave .. .. **1516**(1)
Fees for casual employment 1550
Flying by, as passengers .. .. **798**(1)
Giving professional evidence, allowances for 3174
Inquest and post-mortem fees, when payable 1419
Mixed personnel, attendance on 1549
Officially engaged:—
Attendance on airmen 1530
Attendance on airmen's families **1532, 1537**
Attendance on officers 1513
Attendance on officers' families 1521
Payment of, procedure 1551
Procedure for employment of 1547
Rates of pay for 1548
Recovery of expenses for engagement 1511
Specialist, employment of 1552
When may be employed 1546

Civilian Servants:—

Alien, employment of 861
Allowance towards maintenance of .. .. **3302** to **3304**
Baggage, quantity allowed 3129

Digitized by Google

Civilian Servants—*continued.* PARA., &c.

Classes of accommodation for, by rail or sea 3052, 3107A
Free conveyance for 3026
Hospital charges for .. .. 1542(2)
Medical attendance on 1520
Medical certificate before embarkation 937
Passages for 3118
Public quarters, accommodation for 1796

Civilian Witnesses:—

Allowances for:—
Abroad 3172
Expert 3176
Giving professional evidence 3174
Interpreters 3176
Police officers 3177
Prior arrangement of, for courts of inquiry 3173
Prison warders 3178
Provisions as to eligibility for 3181
Representatives of R.A.F. agents 3175
Scale of 3179
Seamen, additional 3180
Variation of 3173
When admissible 3171
Courts martial, how summoned for 1242
Courts of inquiry:—
Attendance at, voluntary 3173
Notices to, requiring attendance at 1315
Refusal to attend, procedure .. .. 1315(2)
Travelling expenses, &c., for, generally .. .. .. 3171 to 3182

Claims:—

Airmen attached to Army units, against, how dealt with 2911
Allowances, for, *see under separate allowance headings.*
Civilian dental surgeons' 1572
Civilian medical practitioners', how dealt with 1551
Courts of inquiry not to admit liability regarding 1313
Damage to material conveyed by rail, for .. .. 2465, 2466, App. IV
Defence in civil or criminal proceedings, for expenses in 1100
Deserters in civil custody, for expenses in connection with .. 2675(5), 3030
Public funds, on, responsibility of C.O. .. .. 71(1)(*b*)
Retirement, &c., against officer on, procedure 3537
Third part, *see* "**Third Party Compensation.**"
Travelling, *q.v.*

Clearance Certificates (Form 578):—

Requisite before leaving air force hospital 1601
Requisite before leaving unit 2428
Responsibility of C.O. regarding .. .. 72(11)

Clergymen (Officiating), *see* "**Chaplains.**"

Clothing (Airmen's), *see also* "**Uniform**":—

Absentee's, procedure 2558
Accounting for 2525
Active service, on proceeding to and returning from 2540
Air, articles which may be carried by 734
Allowance, *see* "**Quarterly Clothing Allowance.**"
Apprentice, of airman given up as, disposal of 2603, 2606
Army personnel, issued on discharge of, claim for value 2564
Boots specially made, conditions 2539
Change of scale on change of station, procedure 2531
Collective use, issued for .. .. 2529(3)
Courts martial, when may award stoppages in respect of 1286

Digitized by Google

Clothing (Airmen's)—*continued.* PARA., &c.

Damage to, when attached to Army, interdepartmental claim not rendered 2564
Demands for, how made 2538
Deserter rejoined, procedure 2560
Deserter under escort, articles provided .. .. 1164(5)
Deserter's, procedure regarding 2558, 2605
Desertion, lost on, when and how tried for 1269
Detention, of airman sent to, procedure regarding 2601
Discharge:—
  Arrangements on transfer to reserve or 655
  Retained on 2557
  Withdrawal of public, and procedure regarding deficiencies .. 2556
Disposal of:—
  Of deserters and absentees 2605
  On death of airman, *see also* "**Effects**" 2604
  On discharge or transfer to the reserve 655, 2553, 2554
  Unserviceable, arrangements for 2551, 2552
Fitting of 2536
Flying, issue to pilots and observers .. .. 2523(3)
Fraudulent enlistment, on, procedure 2559
Greatcoats, unserviceable, use of, on certain duties at home 2550
Hospital:—
  Of airman sent to or discharged from 2600
  On admittance, procedure 1597
India, airmen posted to, procedure regarding 2533
Inspection by air or other officer commanding, inclusion in .. .. 48(4)
Issue of free, on entry 2526, 2528
Issue of, procedure, and responsibility for supervision 2536
Kit inspections 939, 2545
Loss of:—
  Action 2542
  Charges for court martial, how framed 1267
  Liability 2542
  On discharge 2556
  Prevention of, responsibility of C.O. 2541
Maintenance and replacement of public, procedure .. 2529, 2545(3) (4) (5)
Marking of 2544
Offence of losing or making away with, disciplinary action .. .. 2542(4)
On board ship, disinfection of 1024
On repayment, vouchers to accompany pay ledger 2812
Outgrown, replacement of 2534
Part worn, issue of, and charges for .. .. 2527(7)
Personal, conditions of possession 2529
Plain:—
  Provision of, or allowances in lieu 655, 2553
  Warning to airmen as to purchase of 949
  Wearing of, by bandsmen .. .. 2062(5)
  Wearing of, on board ship 995
  Wearing of, on leave, endorsement of Form 295 .. .. .. 1399(2)
  Wearing of, when allowed 203A
Posted to aircraft carrier, storage of 591
Prison, of airman sent to 2561
Promotion or reduction, procedure regarding altered 2535
Public:—
  Articles comprised in .. .. 2529(1)
  Issue of, on enlistment 2528
  May not be issued on repayment .. .. 2523(4)
  Personal and, distinction between 2529
  When may be worn 197
Purchase of, from clothing allowance 2527
Soldier personnel attached for service in Iraq or Aden 2527
Sports club, may not be issued to 2563
Transfer of airmen, what to be taken on 2532
Underclothing, changing, airing and drying of 2547
Washing and mending of, arrangements for 2547

Digitized by Google

Clothing (Officer's), *see also* "**Uniform**":— PARA., &c.
Aircraft, kit which may be carried in 734
Death of officer, disposal of 2604
Issue on prepayment 2569
Plain:—
May be worn pending investigation of imputation 1088
Wearing of orders, decorations and medals with 231
Provision of kit on entry and responsibility for maintenance .. 185
Public:—
Issue and return of 2570
When may be worn 197

Coal, *see* "**Fuel.**"

Coin Book:—
Use of .. .. 2741(3), 2830

College (R.A.F.):—
Band 2060, 2064
Reference library 3380

Collision(s):—
Aircraft, rules for preventing .. .. 751, 754, App. XXVI
Alarm, action to be taken 1007
Bugle and signal alarms for 1017
Stations:—
Exercise in 986, 1015
Parties to assist at 986

Colonial Allowance:—
Income tax, when subject to 2949
Object, rates and conditions of issue 3315, 3316
Pay ledger, airmen's, to be credited in 2801
Travelling allowance, nightly, issuable concurrently with 3235

Colours:—
Salutes to, when uncased 146

Combination Suits:—
Issue of, to officers and airmen 2528

Command:—
Accountants, *q.v.*
Air force hospitals, of 1587
Air forces serving in H.M. ships, of 128
Air or other officer commanding, in absence of, name and rank of deputy to be published 40
Air or other officer commanding, responsibility regarding 36
British possessions, in 129
Chain of, at home and abroad 25, 26
Classification and names of commands .. .. 22 to 24
C.O. of a station or unit, general responsibility regarding .. .. 52 to 73
Exercise of, at stations and in units 111
Fleet Air Arm units disembarked at R.A.F. station 128B
Governors not to exercise, over air forces 129
Group commander, responsibility regarding 51
Handing over, responsibility of air or other officer commanding .. 50
Handing over, responsibility of C.O. .. .. 72(9)(11), 73
Honorary rank carries no executive .. .. 111(11)
In absence of the C.O. 111
Indian Air Force and R.A.F. acting together 126B
Instructor, authority of 807
Marine craft under way 2033
Military and air forces acting together 126, 126A

Digitized by Google

Command—*continued.* PARA., &c.

Naval and air forces acting together 125
Naval and military personnel serving in R.A.F. units, powers of .. 128A
Of the R.A.F. vested in the Air Council 19
Officers in employment outside the R.A.F. 122
Officers undergoing courses ineligible to assume .. .. .. 111(10)
On board ship:—
Exercise of 993, 994
Exercise of, by indulgence passenger 925
Exercise of, drafts or units embarking 959
Exercise of, in emergency 993
Over other forces 124
Prisoners of war, of 118
Station, of, how exercised.. 54
Taking over, C.O. to check balance of public funds .. .. .. 71(1)(e)
Temporary, instructions for officer in 112
Temporary, salutes to officers in.. 144

Commanding Officer(s):—

Absence of accountant officer, responsibility during 2723
Accountant officer, relations between .. .. 54, 2722(2)
Buildings:—
Enclosures and grounds, responsibility for 1830
Inspections by 1851
Change of, handing-over certificate, use of 73
Chaplains, co-operation with 68
Command in absence of 111
Confidential reports on officers, duties regarding 1097
Daily duties, officers to be detailed by 820
Definition of, in particular applications 1075
Delegation of duties, powers of 53
Equipment and stories, responsibility for 72
Flag of, when flown 158
Institutes, service, duties regarding 1757
Instructions for, generally .. .. 36 to 73
Maintenance and medical units, of 111
Medical officer and, co-operation between 58, 1477, 1485, 1494
Prevention of crime, responsibility for 1076
Prevention of theft, action by 827
Regulation of admission to his station by 853, 853A
Religion, responsibilities relating to .. .. 833 to 841
Routes, when issued by 3043
Service documents, responsibility for compilation and accuracy .. 2111
Station, responsibilities and functions of 54
Summary trial by, *see* "**Summary Trial.**"
Travelling, economy in, duty of, to ensure 3010
Voluntary bands, to encourage 2060
Works officer, local, co-operation with 1822

Commission(s):—

Applicants for, medical examination for .. .. 1440(3)
Appointment to:—
Leave on 1372
Pay, commencement of 2776, 3413
University candidates, ante-date 325
Cancellation of, cessation of pay .. .. 3414(3)
Change of 327
Family allowance to cease on airman's appointment to 3361
Honorary, carry no powers of command .. .. 111(11)
Medium service, officers to continue to serve on their former .. 324
Permanent, recommendation for 327B
Persons, categories of, eligible .. .. 324(2)
Probationary period, length and conditions of 327A

Digitized by Google

Commission(s)—*continued.* PARA., &c.

Promotion to:—
Clothing allowance, cessation of .. .. 2586(3)
Discharge on, service gratuity not issuable .. .. .. 3691(4)
Documents, disposal of 2117
Gratuities attaching to medals, payment of 314
Relinquishment of, for medical unfitness 3539
Types of 324

Commissioned Engineer, Signals and Armament Officers:—
Pay 3419, 3420
Promotion 365
Retired pay 3567A

Committees:—
Convening authorities 1343
Fire, constitution of .. .. 1867(2)
Generally .. .. 1343 to 1346
Institute, composition and functions of 1758
Library, constitution and duties of 881
Mess:—
Airmen's 1730
Officers' 1682
Sergeants' 1718
Object of 1344
Of adjustment, appointment, composition and functions of 2603
Officers attending, entitlement to travelling expenses .. .. .. 3013(*h*)
Officers on half and retired pay attending, pay and allowances, &c. 3435
Proceedings of, how recorded 1345
Recreation for apprentices and boy entrants, for provision of .. 1079(4)

Commutation:—
Of court martial sentences, by confirming officer 1287
Of pension for:—
Disability 3721
Service .. .. 3679, App. XVI
Of retired pay:—
Conditions 3545
Effect on grant to dependants 3763

Compass Adjustment:—
General instructions 762

Compassionate Allowances:—
Airmen's children 3812
Mode of payment 3838, 3850
Officers' children 3772
Warrant officers' children 3794

Compensation, *see also* "**Indemnification for Losses**":—
Civilian officials and employees:—
For injuries to, through flying 798
Payment .. .. 2978(8)
Rent liability, in respect of 3263
Third party:—
Action after casualties involving 1979, 2323
Claims, when referred to Air Ministry 2914
Effect on grant to dependants 3751
Effect on pension, or gratuity 3706
For damage caused by aircraft 744
For salvage of aircraft 745

Competent Medical Authority, *see also* "**Principal Medical Officer**" and "**Senior Medical Officer**":—
Admission to hospital, sanction of, when requisite 1514
Air or other officer commanding, co-operation with 44

Digitized by Google

Competent Medical Authority—*continued.* PARA., &c.
Civilian medical practitioners, duties regarding employment of 1547 to 1549, 1551
Definition .. .. Explanation of Terms
Dental services, duties regarding 1569, 1571
Inspections of stations by 1462, 1852
Medical officer's recommendations, copy to be sent to 1494
Posting of medical and dental officers by 341
Weekly sick report to be rendered to 1496

Complaints:—
Anonymous, forbidden 1081
Billets, by owners or householders, investigation 1901
By airmen as to certificates of service, C.O. to investigate 2137
Food, concerning, orderly officer to investigate 822, 1735
Inspection of unit, opportunity to be provided for .. .. .. 48(6)
Institute, concerning, how dealt with 1759
Manner of making 1081
On board ship, procedure 1040

Compliments:—
Presentations by way of, forbidden 1083
To be paid .. ..141 to 160

Comrades of the Royal Air Forces Association:—
Aims, etc., to be brought to notice of airmen before leaving .. 658A

Concession Vouchers:—
Supply, custody and issue of 3058

Conduct Sheets:—
Abbreviations on 2157
Alteration of punishments awarded, record on.. 2110
Assessing character, entries on, to be considered in 2139
Band instructors, entries in respect of voluntary 2095
Civil court, officer attending to watch proceedings may not take .. 1133(2)
Custody of:—
Generally 2152
On admittance to hospital 2114
On committal to prison or detention barracks 2115
Desertion, dispensation from trial for, entry on .. .. .. 1168(4)
Enlistment, to be prepared for airmen on 474
Entries on, signing and initialling of 2155
Errors and alterations in, how attested 2111
Extension of service or re-engagement, &c., to accompany applications for .. .. 615(4)
For whom kept 2152
Fraudulent enlistment, dispensation from trial for, entry on.. .. 1168(4)
General (Form 121) 2154
Improper entries 2156
Lost, procedure 2158
Original, not to be sent from stations abroad 2109
Preparation of, for recruit .. .. 474(6)
Service (Form 120) 2153
Service, certificate of conviction by civil power to be attached to 1133(5), 2153(4)
Specimen to be kept 2156

Confidential Reports:—
Communication to officers 1097A
Medical examination of officers before annual 1443
Officers, on 1097
Special reports on officers 1097B
Staff College, removal from list of officers awaiting admission to, noting on.. 379
Warrant officers, warrant officers, 2nd class, and flight sergeants, on 495A

Digitized by Google

Confinement to Camp, *see also* **"Custody," &c.:—** PARA., &c.

Conduct sheets, when entered on .. .. 2153(6), 2154(2)
Drunkenness, when added to fine for .. .. 1152(7)
How carried out .. .. 1147(7)
Offence of airmen undergoing, how dealt with .. .. 1147(11)(12)
On release from prison or detention, &c., for remainder of day .. .. 1207(4)
Powers of awarding, as summary punishment .. .. .. 1138 to 1141

Consignment Notes, *see* **"Carrier's Notes."**

Consolidated Pay:—

Allowances in addition, when issuable 3234
Travelling allowances in addition, when issuable 3088, 3235

Conspicuous Gallantry Medal, *see* **"Medals."**

Contract(s):—

Bills for services under, payment of 2902
Clothing:—
For disposal of unserviceable 2552
For washing and mending of 2547
Local:—
For chimney sweeping and window cleaning 1861
Payments for 2902, 2903
Standing, for hire of M.T. and marine craft, forbidden 1960
Washing of altar linen and surplices under 837
Works services, responsibility for preparation of 1820

Contractor(s):—

Accounts of, instructions 2672
Dealings and relations with 1090
Material, conveyance from and to 2468
Visits of employees to stations 853A

Convalescent Home:—

Charges towards messing and special treatment .. .. .. 1544(5)
Travelling expenses on admission or discharge, entitlement 3018

Conveyance of Material, *see also* **"Freight":—**

Aircraft, M.T. vehicles and marine craft, special instructions .. 2458
Baggage, etc., despatch of, when R.A.F. party moves at home .. 2470
Carrier's notes, general instructions 2463
Charges by rail at home .. .. 2467, 2469, 2906, 3134(5)
Cheapest method of conveyance to be employed 2449
Claims:—
Losses or damages .. .. .. 2465, 2466, 2466A, 2481, App. IV
Non-delivery 2464
Coastwise freight 2451
Collection and delivery 2462
Contractors—conveyance to and from 2468
Customs declaration, endorsement of, when from commands abroad by G.P.O. parcel service 2496A
Definition of "material" 2445
Demurrage of trucks and warehouse charges 2454
Despatch at home to port of shipment 2480
Driver or pilot to have convoy note 2452
Escorts, when to accompany 2471
Ferriage 2453
Full truck loads 2460
Generally 2506
Insurance charges, liability not to be incurred .. .. 2449(7)
Observance of railway companies' bye-laws 2455
Owner's risk rates 2467
Packing and marking 2457
Parcels by post 2450
Railway bye-laws, observance of 2455

Digitized by Google

Conveyance of Material—*continued.* PARA., &c.
Receipts to be obtained 2461
Requisitioning trucks 2456
Responsibility for arrangements 2446
Shipment and landing on active service 2506
Weighing before despatch 2459

Conviction, *see* **"Court(s) Martial," "Civil Court."**

Convicts, Air Force, *see also* **"Penal Servitude":—**
Definition of, and powers of authorities in respect of 1192

Convoy Notes:—
Form for 2474
Material for shipment, use of, for conveyance of 2480

Cook(s):—
Control of, and clothing for 1733
Meals, to be present at 1735
On board ship, provision of assistants 986
Training of inexperienced 1733

Cook-Houses:—
Use of, generally 1739

Copyright Act, 1911:—
Observance of provisions 887

Coroner, *see also* **"Inquest":—**
Court of inquiry findings furnished confidentially to .. .. .. 1326(11)
Notification of deaths to .. .. 1325(8)

Correspondence:—
Apprentices and boy entrants to write home every week .. .. 1079(5)
Band engagements, concerning 2071
Medals, &c., letters containing, to be registered 274
Official:—
Central registry of, to be adopted 2191
Channels of 606, 2194
Custody and disposal of 2199
Description of M.T. vehicles and marine craft in 1997, 2020
Envelopes, economy in use of 2283
Hospital patients, with .. .. 1587(3)
Not to be furnished to unauthorised persons .. .. .. 1072(9)
Office machines, relating to, pattern and number to be quoted in 2290(2)
Register of, to be kept 2190
Responsibility for accuracy of statements and correctness of documents 2193
To be dealt with promptly 2192
Transmission to higher authority, opinion to be expressed on .. 2193
Who is to sign 2195
Postal arrangements generally .. .. 2217 to 2223
Private:—
Charges for delivery 2216
General instructions .. .. 2214 to 2216
Messages, to be excluded from official messages and not to be charged to public funds .. .. 2909(1)
Of airmen, mode of addressing 2215
Stamps, unobtainable, action 2214
Surcharges on 2223
Undelivered, disposal of 2220, 2221
Registered:—
Loss of 2222
Receipt and disposal of 2218, 2219
Secret and confidential:—
Acknowledgment of receipt of 2233
Transmission of 2233, 2234
With Air Ministry officials 1085
With civilians 1072
With other services 1086

Digitized by Google

Counsel :— PARA., &c.
Court martial:—
Accused represented by civilian, legal officer may act as prosecutor 1245
For defence, accused to be asked as to 1238
For prosecution, engagement of 1247
Expenses of, not allowed out of public funds 1238
Legal proceedings, instructions generally 1100

Course(s) of Instruction, *see also* **"Training" :—**
Batmen, not be selected from airmen undergoing 858
Dental officers, for 381A
Disposal of airmen after 596
Documents of airmen undergoing, procedure regarding .. .. 2116(1)
Flying instructor 375A
Interpreters, *see* **"Foreign Languages."**
Kit, articles to be taken on 392
Medical and dental orderlies, for 388
Medical inspection of airmen undergoing 1417
Medical officers, for 381
Officers attending:—
Ineligible to assume command .. .. 111(10)
Posting and attachment of 344
Travelling expenses, entitlement to 3020
Parachutes, packing and maintenance .. .. 377(1A)
Physical training, *q.v.*
Police, for service 509
Quarters, when may be reserved for officers joining for .. .. 1801(3)
Records of 395
Removal of:—
Airmen from, procedure 393
Officer from, procedure .. .. 377(3)
Results of:—
How recorded and reported .. .. 377, 2132(16)
Special assessments, in flying .. .. 377(4)
Sanitation, in 1470
Selection of airmen for 391
Selection of general duties officers for 374
Specialization of general duties officers 374, 375, 375B
University, *q.v.*

Court(s) Martial :—
Abroad, charges should be determined locally 1234
Accommodation for officers serving on 1254
Accused:—
Airmen to be deprived of missiles .. .. 1111(8)
Custody during trial 1249
Disposal pending promulgation of sentence 1295
Medical examination of 1248
Advisory capacity of legal officer regarding 102
Airman acquitted or relieved from consequences of conviction, pay of 3472
Application for:—
Examination by convening officer 1236
How made 1233
Apprentices and boy entrants, undesirable to try by 1143
Character, use of evidence as to 1252
Charge sheet, accused to be given copy of 1261
Charges, when to be sent for trial .. .. 1128(3)(4), 1227
Civil court, when may be provided with particulars of .. .. 1133(2)
Civilian witnesses at, *see* **"Civilian Witnesses."**
Clothing, &c., stoppages for loss of, award of .. .. 1267 to 1269, 1286
C.O. may apply for, in preference to summary disposal 1129
Composition of, rules and restrictions 1239, 1241
Contempt of, minor, suitable punishment 1281

Digitized by Google

Court(s) Martial—*continued.* PARA., &c.

Continuous confinement awarded by, limitation 1282
Convening order, preparation of 1241
Conviction:—
Consequential penalties on 1289
Evidence of former 1253
Record of, ordered to be removed, action 1290, 2110
Service conduct sheets, entry on .. .. 2153(2)
Death sentence by:—
Service gratuity not issuable 3694
Transmission of Form 3996 1235
Decorations and medals, to be worn with service dress at 230
Decorations or medals, not to deal with forfeiture of certain .. 293
Defence, assistance in, accused to be asked as to 1238
Deficiencies in public money, charges, how framed 1264
Desertion:—
Clothing, &c., lost on charges against airman 1269
Conviction for, forfeiture of service .. .. 616(1)
District, power of convening and confirming, delegation of 1229
Documents for production to 1250, 1251
Dress to be worn at 217
Drunkenness, when tried by 1152
Evidence:—
Accused to be given summary of 1261
Adequacy of, convening officer to satisfy himself of 1236
Preparation and consideration of summary by C.O. 1260
Revealing facts requiring investigation, action by confirming officer 1293
Field, general, when and how convened 1253
Fraudulent enlistment:—
Charges in connection with, instructions 1268
Conviction for, forfeiture of service 616
General:—
And district, distinction between 1231
When to be convened 1232, 1239, 1263
G.C. badges:—
Forfeiture may be ordered by .. .. 1181(5)
Sentences involving deprivation or forfeiture of 1181
Hours of sitting 1243
Illegal proceedings or excessive punishments, action by confirming officer 1290
Imprisonment or detention:—
Abroad, award of 1284
Commutation by confirming officer 1287
Guide as to award of 1280, 1281
Limitation of sentence 1283
Periods awarded in 1283
Improper or fraudulent enlistment, when convened .. .. .. 1165(6)
Instruction in, attendance of officers for 1240
Intermediate port, when held at 994
Judge Advocate General, reference to 1230
Legal officers when may prosecute at .. .. 102(2), 1245
"Losing by neglect" or "making away with" charges of, when laid 1267
L.S.G.C.M., sentences involving forfeiture of 295
Medical examination before trial by 1248
Member of, when available for other duties 825
Minor offences in addition, when may be dropped 1266
Offence:—
Against superior, considerations governing gravity of 1237
Airmen already under sentence of, to be tried at once 1235
In hospital, application by C.O. 1131
Officer has no right to demand, upon himself 1114
Officer in employment outside the R.A.F., liability to serve on .. 122
Officers on half or retired pay attending, pay and allowances .. 3435

Digitized by Google

Court(s) Martial—*continued.* PARA., &c.

Officer's record of service produced to, substantiation of .. .. 1250(2)
Officer's right to election of trial by, before awarded summary punishment .. .. 1153(4)
On board ship:—
Provision of warrant 941
When held 994
Option of trial by, airman, when to be given .. .. .. 1128(6), 1132
Orders, &c., to be worn with service dress at 230
Pay, penal deductions of, by 1286
Petition against finding or sentence of 1294
Prisoner's friend, appointment of .. .. 98(2), 1238
Procedure, compliance with regulations regarding 1226
Proceedings:—
Disposal of 1297
Mode of promulgation 1296
Prosecutor:—
Counsel on behalf of, engagement of 1247
Duties of 1246
Selection of 1245
Public may attend .. .. 853(5)
Punishments by:—
Effect on assessments of character .. .. 2140(1)
Regulation of, by confirming officer 1287
Record from service book, certification of copy for production to .. 1251
Record of punishments awarded, preparation of, for production to .. 1250
Record of service, officer's, extract from, how provided .. 2334(2)(3)
Remand for trial by:—
Commitment to service detention room .. .. 1111(7)
Release from arrest 1121
Remarks on proceedings of, by confirming authority 1292
Remission of whole sentence of, effect of 1291
Restitution order, who may make 1288
Sentence:—
Considerations for guidance in award of 1281
Custody of accused pending promulgation of .. .. .. 1111(7)
Sentries, application of Air Force Act to 1265
Service qualifying towards pension, may award forfeiture of .. .. 3672(5)
Superior officer, definition and powers of 1228
Theft, when tried by, and framing of charge 1263
Trial by, not obligatory 1227
Values, recording of, in charges 1267, 1270
Venue of 1244
Verbatim reports, authority for 1255
Voluntary reversion to avoid, report of circumstances 505
Warrant officer not to be tried by district .. .. 1231(2)
White flag, offence of displaying, how tried 1262
Witnesses, applications for attendance of 1242

Court(s) of Inquiry:—

Accidents Investigation Branch, consultation with .. .. .. 1326(5)
Accounts, into loss, destruction or mutilation of, or discrepancies in 1335, 1336
Adjournment of, and re-assembly 1314
Advisory capacity of legal officers as regards .. .. 102(2)(5)
Aircraft deteriorated, on 1328
Airman's illegal absence:—
Declaration of, procedure after 2101
Holding of 1160, 1323
Assembly of, and notification of persons concerned 1314
Barrack damages, to determine whether general charge is to be made 1853(3)
Character, &c., affecting, person should be present at 1318
Civilian property, into damage to 1329
Civilians, into injuries to 1329
Composition of 1311
Conduct sheets, into loss of 2158

Digitized by Google

Court(s) of Inquiry—*continued.* PARA., &c.
Convening authority for 1310
Coroner may have findings for his confidential information .. .. 1326(11)
Deaths, accidental 1325
Evidence admissible at 1316
Evidence, how recorded 1317
Findings of, charge recommended by C.O. on, action 1321
Findings of, instructions generally 1319
Fires, explosions, &c., for investigation into 1324
Flying accidents:—
Generally 1326
When under naval discipline 1327
Foodstuffs, deficient or damaged, &c., into 1332
H.M. ships, procedure when naval personnel involved 1333
Indemnification claim, proceedings, &c., of 2641
Injuries, into 1325
Injuries to airman, proceedings of, to be attached to attestation paper 2096(2)
Institutes, into deficiencies in property of 1337
Instruction in conduct of, C.O. to afford facilities for 64
Instructions to, by convening authority 1312, 1322
Investigation by one officer in lieu of, when permissible .. .. 1325(3)
Kit and private property, loss of, when held for 2640
Liability, not to admit 1313
M.T. and marine craft accidents, into 1330
Medical and dental stores lost or damaged, when held 1645
Members of:—
Legal officers, when may act as .. .. 102(2)
When available for other duties 825
Messes, into deficiencies in property of 1337
Money, into loss of public 1336
Naval personnel under air force discipline, disposal of proceedings .. 1327A
Oath, when taken at .. .. 1312, 1318(5)
Officers on half or retired pay attending, pay and allowances .. 3435
President of, requisite rank of .. .. 1311(3)
Prisoners of war:—
Effect on pay of 3469
On recovery of 1324
Private, may sit in 1318
Proceedings of:—
Preparation and disposal of 1320
When to be treated as confidential .. .. 1320(4)
R.A.F. equipment deficient or damaged, &c. 1332
Secret or confidential books, &c., into loss of 2241
Separate courts, when required 1322
Terms of reference and orders for 1312
Torpedoes, lost, holding of 1331
Travelling expenses in connection with 3038
Warrants or concession vouchers, into loss of .. .. 3058(10)
Witnesses:—
Attendance of, procedure for obtaining 1315
Civilian, *see* "**Civilian Witnesses.**"

Coxswains:—
Training 509A

Crash(es), *see* "**Accidents (Flying).**"

Crew, *see also* "**Armoured Car Crew**":—
Not allowed on troop-decks 1012
Of aircraft, additional and emergency rations for 2662
Officers not to converse with, on duty 1009
Retention in unit 589A

Crew Pay:—
Rates and conditions 3455, 3457
Subject to income tax 2949

Digitized by Google

Crime, *see also* "**Misconduct**":— PARA., &c.
C.O. to endeavour to prevent 1076

Crockery, Glassware and Cutlery:—
Cleansing of .. .. 1778(2)
In service institutes, provision and upkeep 1778

Cross-Country Flights, *see also* "**Flying Regulations**":—
Areas forbidden or restricted 730
Authorisation of 725
Civil aerodromes, rules as to landing at 729
Kit, rules as to permissible carriage of 734
Meteorological information to, provision of 728
Movements of aircraft, reports of 732
Pilots, duties of, on landing, etc. 731
W/T, rules as to 726

Currency:—
Conversion of .. .. 2747(1)
Entries in pay ledger, how made 2802

Custody, *see also* "**Arrest**":—
Accused person:—
During trial by court martial 1249
Pending promulgation of court martial proceedings 1295
Remanded, release to be considered 1121
Air force convicts, of, before commitment to prison .. .. 1193, 1194(4)
Air force, definition 1110
Airmen in civil:—
As absentees or deserters, procedure 1162
Remission of forfeiture of pay 3473
Removal of, procedure 1191, 1211
Subsistence of .. .. 2675(5), 3030
Charge to be delivered on placing offender in 1119
Detention in, unnecessarily protracted, liability 1120
Escape from, suitable punishment 1281
Forfeiture of pay by airmen in 3470
Imprisonment or detention, of airman sentenced to 1201
Offender taken into, away from unit, procedure 1118
On board ship, of airmen under sentence 1212, 1213
Power of officer or N.C.O. to place in 1112
Power of service police to place in 1098
Subsistence while in 2675

Customs and Excise:—
Charges, &c., at home 2499
Civil aircraft landing at, or departing from, R.A.F. aerodrome .. 2038, 2044
Dutiable goods on board ship, procedure regarding 1050
Endorsement when material despatched from commands abroad by G.P.O. parcel service 2496A
Entertainments duty, applications for exemption from 873
Examination of baggage on disembarkation, procedure 1050
Flights into United Kingdom from abroad, procedure as to 736
Importation and exportation of arms and ammunition, Board of Trade regulations .. .. App. VII
Importation of goods in aircraft, restrictions 736
In India .. .. 1050(5)
Licence for sale of liquor in institute, application for 1768

D.

Daily Routine Orders, *see* "**Routine Orders.**"

Damage, *see also* "**Barrack Damages**":—
Band property, of .. .. 2062(4), 2068
Billets, in, claims, how dealt with 1901

Digitized by Google

Damage—*continued.* PARA., &c

Buildings, to, demands for repairs 1851
Buildings, to, write-off of .. .. App. VI (1B)
By fire, limitation of liability 1882
Charges for, assessment and recovery of 2420
Civil aircraft at stations, R.A.F. not liable 2039
Civilian property, court of inquiry after 1329
Clothing or equipment of attached personnel, departmental claim not rendered 2564
Crash, resulting from, court of inquiry after 1326
Equipment, procedure when chargeable 2420
Furniture in public quarters 1799
Hired buildings:—
  Assessment and settlement of liability .. .. .. 1913 to 1915
  Precautions against 1916
Indemnification for, *see* "**Indemnification for Losses**"
Limitation of deduction from pay 1151
N.C.O. in charge of room to report .. .. 1854(5)
On board ship, procedure 1019, 1020
Public clothing, to officer's, assessment and charge .. .. .. 2639(2)
R.A.F. equipment or foodstuffs, procedure generally 1333
R.A.F. equipment, responsibility of C.O. .. .. 72(12)
Service transport, precautions against 1990, 1991, 2019
Stores and supplies, to, write-off of .. .. App. VI (1A)
To material, *see* "**Conveyance of Material**," "**Freight.**"

Death(s):—
Accidental, court of inquiry 1325
By sentence of court martial:—
  Forfeiture of L.S.G.C.M. 295
  Transmission to accused of Form 3996 1235
Certificate of, fee for, who to pay 2367
Committee of adjustment, appointment of, after 2603
Conveyance of corpse .. .. 3033, 3394(2)
Effects 2604, 3138
Families:—
  In airmen's, to be reported 2366
  Registration at home 2368
Flying casualties:—
  Court of inquiry after 1326
  Report of 2310
Funeral expenses, &c., *see* "**Funeral(s)**."
In families of officers and airmen, registration of 2368, 2369
In hospital, kit not to be issued from pack stores without sanction .. 1597(7)
Medals, decorations and orders, disposal after 280
Medical officer to report 1482
Natural causes, from, report of 2314
Next-of-kin, how to be informed of 2316
Non-effective account, preparation of .. .. 2604(11)
Non-flying casualties:—
  Court of inquiry after 1325
  Report of 2311
Of airman:—
  Accounts, how closed 2810
  Attestation paper, disposal of 2117
  Family:—
    Free conveyance of 3023
    Retention of quarters by 1805
  Family allowance, procedure regarding 3360
  Gratuity:—
    Attaching to medals, payment of 312
    For service, payment of 3694
  Pay, date of cessation 3476
  Pension or gratuity, &c., applications for 3745
  Report to Air Ministry from Officer i/c Records 3745

Digitized by Google

Death(s)—*continued.* PARA., &c.

Of dependent relative receiving pension or allowance, application for arrears 3839
Of Jews, special report to Jewish Chaplain 2321
Of officer:—
Abroad, passage for family, entitlement to 3117
Accountant officer and agents, notification of 2318
Emoluments, procedure regarding balance 2785
Family, retention of quarter by 1798
Half or retired pay, arrears of, applications for 3839
In India, notification of paymaster.. 2318
Pension or gratuity, &c., applications for.. 3745
Public clothing, withdrawal of .. .. 2570(3)
Stopping of pay, responsibility .. .. 3414(7)
Of pensioner, disposal of balance of pension 3853
Of wife, free conveyance of airman's family 3028
Of wife or child, cessation and adjustment of family allowance .. 3364
On board ship, notification of 1004
Place of burial to be reported 2320
Registration of, rules for:—
Abroad.. 2369
At home 2368
Removal of body out of or into England and Wales, law as to .. 2370
Self-inflicted or accidental injuries, from, report 2312
Will to be forwarded, or report made if not found .. .. .. 2604(12)

Debt(s):—
Gratuities attaching to medals, &c., when attachable for 311, 313
Officer becoming insolvent, report 1089
Of non-effective airmen, recovery of 2810
Of recovered deserters, how ascertained and charged 2809

Deck(s):—
Appropriation of, for forces 1012
Inspection of, after disembarkation 1056
Sleeping on, conditions 1013
Troop:—
Crew allowed to go on, only on duty 1012
N.C.Os., duties of 1008
When and how cleaned 1002, 1018, 1048

Declaration(s):—
Half or retired pay, requisite before issue of, procedure 3836
Recruit enlisted for training in a trade, required from .. .. 474(4)
Statutory:—
Medals lost, to accompany ex-airman's claim for replacement .. 276
Regarding change of airman's name:—
To be attached to attestation paper 2096
When to be made 2100

Decorations, *see* **"Medals."**

Deductions, *see* **"Stoppages."**

Defaulter(s):—
Definition .. .. Explanation of Terms
Institute, airman's room, when may be used by .. .. .. 1766(1)
Offence of, production of record of punishment at court martial .. 1250(3)
Rules for 1147

Defence:—
In civil court, travelling expenses of witnesses for 3029
In civil or criminal proceedings, instructions regarding 1100
In court martial, accused to be asked as to assistance in 1238

Deficiencies, *see* **"Losses."**

Digitized by Google

Dental Branch (Airmen) :— PARA., &c.

Dental mechanic, enlistment, classification and promotion 472A
Enlistment 473
Mustering, training and posting 388
Pay 3447
Promotion .. .. 489 to 493, 495
Reclassification 484, 486
Trade tests 503

Dental Branch (Officers) :—

Books to be kept 2352
Civil hospital appointments, secondment, &c. 326A
Command, exercise of 111
Commission, change of .. .. 327(4)
Commissions, grant of 324
Courses of study 381A
Disability, retired pay or gratuity 3616, 3619, 3622
Duties 1560, 1561
Gratuities for non-permanent officers 3574
Half-pay 3498
Half-pay, non-permanent officers not liable or eligible for 3496
Pay 3419
Posting and attachment 328, 341
Promotion 355A
Provision and distribution 1559
Retired pay, scale of 3565A
Retirement gratuities 3568

Dental Mechanical Laboratory :—

Functions of 1562
Impressions to be sent to 1563

Dental Stores :—

Boards of survey on 1655
How demanded and accounted for 1643
Inspection of 1560, 1591
Losses or deficiencies in, procedure .. .. 1644 to 1647
Porcelain crowns, provision of 1569
Responsibility for, in air force hospitals 1592

Dental Surgeons, Civilian :—

Employment of 1571
Fees of 1572
Materials to be used by, specification of 1573
Payment of, by accountant officer 2903

Dental Treatment :—

Airmen, of 1566
Airmen's families, as a privilege 1575
Apprentices and boy entrants, of .. .. 1561(7)
Embarkation, prior to 937
Medical history envelopes, how recorded on 1578
Medical officer, duties regarding 1497
Naval and military dental centres, rendered at 1576
Nursing service 1565
Officers and airmen proceeding abroad 1563
Officers' families, abroad of 1574
Officers, of 1564
On repayment 1570
Porcelain crowns, provision of 1569
Record of dental condition of recruit on entry .. .. .. 474(1), 1577
Records of, what to be kept 1578
Refusal of .. .. 1566A, 1578(3)

Digitized by Google

Dentures:— PARA., &c.
How provided, and conditions 1568
Lost or damaged 1567
Naval or military dental centres, when provided or repaired by .. 1576

Depôt, No. 1 R.A.F., *see also* **"Supplies Depôts"**:—
Airmen:—
Disembarking, when sent to 951
Sentenced to imprisonment, &c., to be posted to .. 1208(2), 1209
Duties of C.O. of, in connection with drafts 939
Officers:—
Non-effective, posting of, to.. .. .. 339(4), 340
Undergoing courses, when to be posted to .. .. .. 344(2)

Deputy Judge Advocate General:—
Duties of 103

Deputy Principal Medical Officer:—
Duties of 1465
Hygiene, duties of .. .. 1466 to 1472

Deserter(s):—
Abroad, airmen committed as, when may be released 1163
Accounts of:—
How closed 2810
Notation of balance in pay ledger 2807
Airmen absent without leave, when considered as 605, 1158
Apprehension of, proceedings after 1162
Casualty forms, notation on 1161
Clothing, &c., of procedure regarding 2558
Debts of, entry in pay ledger 2810
Debts of recovered, how ascertained and charged 2809
Descriptive return of:—
Fee payable for 2910
Lost, procedure .. .. 1250(4)
Effects, disposal of.. 2605
Escorts for, arrangements and procedure 1164
In arrest, charges for subsistence, when admissible 3092
In civil custody, travelling expenses and subsistence 3030, 3092
Medals of, disposal of 278
Police Gazette, notifications to 1158
Protecting certificates, use of 1167
Rejoined, clothing, &c., of, procedure regarding 2560
Retention of quarters by family 1805
Rewards and fees for apprehension of 1170
Scotland, action before civil tribunal, special procedure in 1166
Surrendered, how dealt with 1162
Unit, when to be struck off strength of 605

Desertion:—
Attestation paper, disposal of 2117
Clothing, equipment, &c., procedure regarding, on 2558
Committee of adjustment to be appointed 2603
Confession of:—
Airman need not be placed in arrest .. .. 1115(5)
Dispensation from trial 1168
Disposal of 2096
Form of .. .. 1168(2)
Death in state of, service gratuity not issuable 3694
Documents, disposal of airman's, on 2117
Forfeiture of:—
G.C. badges 1181
Pay for period of 3470
Service incurred by 616
Service towards G.C. badges 1177

Digitized by Google

Desertion—*continued.* PARA., &c.

Public clothing, &c., lost on, when and how tried for 1269
Punishment suitable for 1281
Service forfeited by:—
Not to count towards pension .. .. 3672(2)
Restoration of .. .. 616(3) to (6), 617
Trial for, after confession, dispensation from 1168

Despatches:—

Classification of reports as .. .. 47B(4)
Mentions in 248

Detachment:—

Airmen on, how paid 2833
Associated, lapse of summary powers 1140
Pay roll:—
Amounts paid by, included in certificate of payment .. .. 2830(13)
Use of, for airmen in hospital 2834
Use of, for airmen on board ship 2835, 2851
Quartered in other station, command of 115
Rules for, generally 603
Summary powers of officer commanding 1139

Detention:—

Accommodation for, change of 1201
Airman committed to:—
Documents, disposal of 2115
Family, free conveyance of, when granted 3023
Forfeiture of pay 3470
Kit, &c., procedure regarding 2562, 2601
Medical and orderly officers to visit daily .. .. 1215(8)(9)
Quarters, retention of 1805
Responsibility of N.C.O. in charge of detention room .. .. 1215(12)
When discharged from units books 2308
Airmen in arrest, of 1111
Awarded summarily, execution of sentence, instructions 1147
Barrack:—
Abroad, use of, in preference to civil prison .. .. .. 1201(3)
Claims for personnel in 2363
Discharge from 663
Imprisonment of airmen, instructions 1195, 1196
Military, when used 1197
Time for committal or release from 1204
Cannot be commuted to imprisonment .. .. 1287(5)
Character:—
Effect on assessment of 2140
To be assessed on award of 2138
C.O.'s power to award 1138
Commitment, form of order for, and procedure 1191, 1197
Conduct sheets, awards to be entered on .. .. 2153(6)
Court-martial:—
Abroad, may order sentence to be served 1284
Guide as to award of 1280, 1281
Periods awarded in 1283
Sentence of imprisonment, commutation to 1287
Discharge after:—
Plain clothes on 2555
Private property of airmen, how dealt with 2602
Discharge with ignominy cannot accompany sentence of .. .. 1287(6)
Draft, airmen required for, when undergoing, procedure 1212
Drunkenness, when awarded for .. .. 1152(7)
Escorts for airmen sentenced to, provision and responsibilities of .. 1214
Execution of sentences, instructions and restrictions 1197
Family allowance, payment of, during 3355
Forfeiture of time, how noted in pay ledger 2308

Digitized by Google

Detention—*continued.* PARA., &c.

G.C. badges:—
Deprivation of, and authority requisite .. .. 1181(3)
Periods of, not to count towards 1177
Hospital patient, not to be awarded summarily to 1131
Limitation, commencement and expiration of sentences 1198, 1282
Medical certificate to accompany airmen committed to 1200
Medical examination of airmen sentenced to 1446
Offence of airmen undergoing, how dealt with .. 1147(11)(12), 1215(10)
On board ship:—
Custody before release on sailing 975
Custody of airmen under 1213
Powers of commitment, discharge or removal from 1192
Prison, may not be committed to, for sentence of .. .. .. 1197(1)
Rations, issue of, on release from 2658
Rations or ration allowance inadmissible when dieted in 2657
Release from:—
Instructions 1207
On drafting abroad 1212
Removal from:—
Form of order for 1191
When permitted, and procedure 1211
Rooms:—
Keys, custody of 826
Management of, rules for 1216
On board ship, provision of guards for 960
Orderly officer to inspect 822
Service, instructions generally 1215
Sentences of, execution of, instructions 1147
Sentences remitted, entry and notification of 1202
Subsistence in 2675

Diet:—
Airmen's selection of 1729
Hospital 1593, 2673
Sick quarters, in, purchase of special 2674

Dinghies:—
Maintenance responsibility 780

Dining Rooms, *see also* **"Messing":**—
Hospitals, patients to use, when able 1595
Visiting of, by orderly officer 1735

Dinner(s):—
Airmen's:—
Beer may be permitted with 1095
Cooks to be present at 1735
Orderly officer, duties at 822, 1735
On embarkation, where prepared 981

Director of Sea Transport:—
Active service, responsibility for provision of shipping, &c., on .. 2506
Allotment of shipping space by, disposal of forms 2478
Definition .. .. Explanation of Terms
Payment of passages and freight by 2505

Directors of Music:—
Commissions as, appointment to .. .. 324(5)
Half-pay of, conditions and rates 3500
Pay of, rates 3419
Promotion of, Army conditions applicable 359
Retirement, retired pay and gratuities of 3569

Digitized by Google

Disability :— PARA., &c.

Airmen, claimed before discharge 653
Airmen, claimed on or after discharge 3722
Assessment of, medical board not to acquaint officer with 1439
Avoidable, effect on grants for 3611
Officers:—
Retired pay and gratuities for .. .. 3607 to 3622
Suffering from, admission to hospital 1514, 1515
Pensions for, *see* "**Pensions (Airmen).**"
Recovery of expense for treatment of 1516

Discharge :—

Accounts, how closed 2810
Airman continuing in service may claim 613
Airman in hospital or sick when due for, procedure 661
Airman pilots, report on flying ability prior to.. .. .. .. 643B
Airman returning from abroad for:—
Disposal of, on disembarkation 951
Under sentence:—
Pay not issuable.. 3474
Rations for 2658
At own request, assessment of service pension 3674
Attestation paper, disposal on 2117
Baggage, not entitled to free conveyance on 3131
By purchase:—
Airman pilots, when ineligible for .. .. 506(3)
General instructions in regard to .. ..636 to 644
Recruit not entitled to issue of plain clothes .. .. .. 2553(3)
Certificate of service:—
Corner of, when to be cut off .. .. 2132(12)
Particulars of .. .. 2132(12)
Character to be assessed on 2138
Clearance certificate to be produced on, before leaving unit 2428
Clothing, &c., on:—
Articles retained by airmen 2557
Disposal of 2553
Plain:—
Provision of, or allowance in lieu 2553, 2554
Supply to airmen after imprisonment 2555
Public, withdrawal, of, procedure 2556
Compassionate grounds, on, rules for 665
Damage caused by prisoner sentenced to, chargeable to public .. 1853
Ex-apprentice airmen temporarily unfit for reserve 661A
Family allowance, date of cessation 3363
Family, free conveyance for, when provided 3028
Following detention, procedure regarding private property 2602
Gratuity for service payable on:—
Eligibility for 3691, 3692
Payment of 3695
Headings under which effected 652
Imprisonment:—
After, how carried out 1208
By civil power, recommendation and procedure for .. .. 1133(6)
Improper enlistment, in consequence of, when dealt with by civil power .. .. 1165(6)(*d*)
Income tax commissioners to be notified 2952
Inefficiency, for, assessment of service pension.. 3674
Instructions generally .. ..643 to 665
Insurance benefits on, eligibility for 3462, 3463
Invaliding 660
Leave granted prior to, conditions and period 1404
Medical examination prior to .. ..1446(2)(*q*)
Mileage allowance on, amount and when granted 3093
Mis-statement of age, claims on account of, not admissible .. .. 467(3)
Notice of date when due 643A

Digitized by Google

Discharge—*continued.* PARA., &c.

Penal servitude, after, how carried out 1208
Quarterly clothing allowance, cessation of 2584
Ration allowance for airmen after, when admissible 3093
Re-enlistment after, disposal of certificate of service 2135
Retention of quarters by family 1805
Service documents, disposal on 2117
Trade proficiency to be assessed on 2141
Travelling expenses on 3024
With ignominy:—
Awarded abroad:—
How carried out.. 1209
Posting home 1198
Awarded at home, how carried out 1209
Detention cannot accompany sentence of 1287
When added to sentence of imprisonment.. 1280

Discipline:—
Aerodrome, responsibility for .. .. 823(5)(*c*)
Air forces acting with other services, of.. .. .. .. 125, 126, 126A, 126B
Air forces embarking, responsibility of A.O.C.-in-C., Coastal Command 959
Air or other officer commanding, responsibility for 36
Allied air forces serving at R.A.F. station 1280
Chaplains, of 98
C.O. of unit or station, responsibility for 52
Criticism of superiors, officers to refrain from 1080
Fleet Air Arm unit disembarked at R.A.F. station 128B
Generally .. .. Chapter XV
Group commander, responsibility for 51
H.M. ships, of air forces embarked in 128
Hospitals, air force, applicability of regulations to 1587
In messes, responsibility for 1681, 1707
Institutes in, orderly officer responsible for 822
King's Regulations, duty of officers and airmen to know 1070
Maintenance of, in treatment of subordinates 1078, 1079
Naval and military personnel serving in R.A.F. units 128A
On board ship, responsibility for maintenance of 934, 993, 994
Police, provision of, for maintenance of.. 1098
Prisoners of war 118
University, of officers undergoing courses at 1087

Disembarkation:—
Abroad, embarkation officer to be detailed 912
Airmen and families returning home, disposal on 951
Authority for officer's return home to be handed to embarkation officer on 948
Baggage:—
Certificate to be handed to master 1055
Charges for agency on 3134
Parties, provision and duties of 1049
Bedding to be checked before 1045
Charges for losses or damage, procedure on 1020
Convicts, of air force, from abroad .. .. 1194(3)(4)
Court martial warrant, disposal on 941
Customs examination 1050
Details to be settled before personnel or families permitted to leave 1051
En route:—
Arrangements, responsibility for 915
At ports other than ports to which passage booked 916
Nominal rolls, where sent 897
Imprisonment, of airmen sentenced to, from abroad .. .. .. 1196(4)
Inspection of decks after, by O.C. troops 1056
Keys of safe, O.C. troops to return to master, on 988
Kit-bags, issue before 1046
Medical inspection before 1004, 1052

Digitized by Google

Disembarkation—*continued.* PARA., &c.
Mess utensils to be checked before 1045
Officers:—
Abroad, date of, to be reported 333
From abroad, instructions 948
Proceeding independently, instructions regarding 942
Required to remain until completed 1053
On active service, control of 2506
Responsibility for 912
Returns to be rendered, table of 1054
Sentries to be posted 1047
Ship, cleaning before 1048

Disinfection:—
Duties of medical officer regarding .. .. 1418, 1485(7)(8)
Of clothing, &c., exposed to infection, before acceptance by laundry 1418(5)
On board ship, of clothing, bedding, &c. 1024

Dismissal (of Officers):—
Passage on 3108
Pay, cessation of, on .. .. 3414(3)
Retiring grant, when admissible 3597

Dispensing Prescriptions 1616

Distinguished Flying Cross and Medal, *see* "**Medals.**"

Distinguished Service Cross and Medal, *see* "**Medals.**"

District Court Martial, *see* "**Court(s) Martial.**"

Divine Service and Religious Ministrations:—
Altar linen and surplices, expenditure on washing of 837
Apprentices, religious instruction for .. .. 842(2)
Chaplains, general instructions 98
Children of airmen, religious instruction for .. .. 842(1)
Daily prayers 841
Denominations:—
Entry on certificate of service .. .. 2132(3)
Entry on identity disc .. .. 2132(3)
Holy Communion:—
Celebration of .. .. 836(1)
Wine for, provision of 837
Jewish Chaplain 840
Officiating chaplains, ministrations by 838
On board ship 1015
Sentence, airmen under, to attend 1216
Sunday, observance of 834, 836

Diving Pay:—
Form of claim for .. .. App. IX
Income tax, subject to 2949

Dock or Pier Tolls and Dues:—
Exemption from 908
On baggage 3134
On material and ships 2504, 2907

Documents, *see also* "**Airmen's Documents**":—
Court martial, for production to, instructions 1250
Custody and disposal of 2199
Embarkation, relating to, responsibility of C.O. 939
For official use only 2236, 2246
List of, to be kept by units 2348
On board ship, embarkation officer to supply, required for voyage .. 962
Printed locally, ownership of 2205

Digitized by Google

Documents—*continued.* PARA., &c.
Secret and confidential:—
Custody and mustering 2240
Definitions 2236
Destruction of 2242
Disbandment or transfer of unit, disposal of 2244
Handing over on transfer of officers 2243
How taken on charge 2239
Lost or missing, action 2241
Numbering, distribution and amending 2237
Precautions for safe custody 2245
Transmission of 2234
Unauthorised publication or use of 2238

Dogs:—
Movement of:—
By air, forbidden 737
By sea, restrictions 917, 918
Licence for, when required 876
Permission to keep, at air force stations .. .. 1845(6)

Dope:—
Form 122 to be posted in doping rooms .. .. 1485(6)
Medical inspection of airmen employed in doping rooms 1481
Special meal for dopers 2660

Draft(s), *see also* "**Cheques**":—
Absentees from, provision of witnesses 940
Advance notification of 897
Airman in prison or detention barrack required for, removal of .. 1212
Airmen unsuitable for, procedure .. .. 589(3), 601(4)
Alterations in, notification and provision of substitute 924
Assembly of, procedure 601
Conducting duties, airman pilots exempt from 506
Conducting N.C.Os. selection and duties of 939
Conducting officers, selection and duties of 934, 939
Detention, airmen undergoing, when released on 1212
Documents of airmen on, disposal of 2116
Duties of C.O. of the unit despatching 939
For India, clothing for, how obtained 2533
Medical examination of 937
O.C., R.A.F., or O.C. troops—detailing of 934
On board ship, command of 961
Passages for, applications for .. .. 920 to 925
Payment of, on board ship, procedure 2835
Personal warning to be given if possible 940
Principles, generally 589
Replacement of airmen on 602
Returns, before embarkation, to be prepared 948
Selection of airmen for, rules 601
To be made acquainted with regulations 936

Drainage:—
D.P.M.O. (Hygiene), duties in regard to 1468
P.M.O., duties in regard to 1459
Responsibility for construction and maintenance 1820
Systems, cleaning of .. .. 1845(3)
Works officer to supply C.O. with information as to .. .. .. 1845(9)

Dress, *see also* "**Uniform**," "**Clothing**":—
Dresses, occasions on which to be worn .. .. 216 to 218
Growth of hair, &c. 189
Medals and decorations, wearing of .. .. 228 to 238
Officers' mess butlers and waiters, liveries for 1689
Sergeants' mess, in 1722

Drivers:—
Petrol and winch, bonus to .. .. 3456, 3470(2)

Digitized by Google

Drugs :—
Sale of, in service institutes 1771

Drums :—
Establishment of, for units 2074
Honours and salutes, participation in 141

Drunkenness :—
Airmen, arrest of, and treatment .. .. 1115(4), 1116
Entry of alcoholism and, on conduct sheets 2153, 2154
Fines and punishment for, power of awarding .. .. .. 1138 to 1141
How dealt with 1152
Prosecutor to bring out in evidence at court martial 1246
Punishments for, rules 1152, 1281

Dues, Port, Harbour and Docks, *see* **" Tolls and Dues."**

Dutch, *see* **" Foreign Languages."**

Duty(ies) :—
Air Council, Order in Council defining .. .. App. I
Arrest, offender in, when required to perform .. .. 1111(9)
C.O., supervision and control by 56
Daily 820
Defaulters employed on 1147
Detention, exemption of airmen on day of release from .. .. 1207(4)
Extra, powers of awarding, as summary punishment .. .. 1138 to 1141
Flight 824A
Institute, restrictions as to employment of airmen in 1763
Leave, missed during, airmen not required to make good .. .. 1399(8)
Medical officer, orders for 820
On board ship:—
N.C.Os., when required for 999
Officers required for 996, 997
Provision for 986
Report of completion of 998
Pay 3455
Pilots, duties of 823
Station or squadron officer 820, 821

Duty Officers :—
Appointment of, at stations .. .. 820 to 823

E.

Education, *see also* **" Educational Service, R.A.F." :—**
Courses:—
Aircraft carriers, for R.A.F. personnel in 449
By correspondence 447
External, under local educational authority 446
Fees, advance of 448
Finance and accounting instructions 451
Lectures, occasional, provision of 444
Part-time teachers:—
Airmen .. .. 443(1)
Civilians .. .. 443(2)
Register of attendances 450
Reports, rendering of annual 452
Tutorial 445
Tests:—
Certificate, award of .. .. 455(17)
Higher education 455
Leading aircraftman, for reclassification as 453
Sergeant, for promotion to 454

Educational Service, R.A.F. :—
Functions and organisation of .. .. 433 to 441

Digitized by Google

Effects :— PARA., &c.
Committee of adjustment, functions of and when appointed 2603
Disposal of:—
After death of officer or airman 2604, 2785, 3138
Airmen's:—
Absentees and deserters 2605
Convicted of felony 2606
Given up as apprentice 2606
Sent to detention barracks 2601
Sent to hospital 2600
To be discharged on termination of detention 2602
Generally .. .. 2600 to 2608
Orders, decorations and medals 280
Persons of unsound mind 2607, 2785

Electric :—
Current:—
Consumption of, supervision, &c. 1856
Institute premises, used in, liability for cost 1756
Non-entitled consumers, supply of, to 2712
Store buildings, &c., when to be cut off .. .. 1869(2)
Lamps, supply of 1858
Light fittings, unauthorised alteration of, liability 1840
Light for public quarters, conditions 1800
Lighting and power plant, responsibility of the local works officer .. 1859(5)
Meters, lights, &c., plans showing, works officer to supply 1856
Services, responsibility for provision and maintenance, &c., of .. 1820

Embarkation :—
Abroad, embarkation officer to be detailed 912
Absentees, provision of witnesses in case of 940
Accommodation of forces, instructions regarding 961, 980, 983
Active service, on, co-operation with other services 2506
Ammunition, of 963
Arms, of, procedure 978, 979
Arrival book, officers and their wives to sign 976
Baggage:—
Articles permitted and stowage 979
Charges for agency on 3134
Of, generally 965, 972
Bedding and mess utensils, issue on 984
Convict, of air force, from abroad, notification and reception .. 1194
Court martial warrant, provision on 941
Dinners on, where prepared 981
Discipline during:—
Responsibility of A.O.C.-in-C., Coastal Command 959
Responsibility of senior draft conducting officer 934
Dogs, of 917, 918
Duties of:—
Draft conducting officers on 934
O.C. troops and O.C. R.A.F. on 934, 960
Officers on 983
Families:—
Alterations in, notification 976
Before arrival of air forces 973
Excluded from, disposal of airman 937
Medical certificate requisite before 937
General instructions regarding .. .. 959 to 988
Inspection:—
Before, O.C., R.A.F. or O.C. troops to attend 934
Of fittings, accommodation, &c. 930, 931
Kitbags, of, procedure 979
Leave before, period granted .. .. 1394(1)
Liquors, of, prohibited 982
Of air forces, particulars to be reported 897, 954

Digitized by Google

Embarkation—*continued.* PARA., &c.

Of airmen under detention 975
Orders, &c., issue of 933
Orders and regulations, distribution of, before 936
Patients, of 937
Responsibility for 912, 959, 960
Returns:—
Table of 943
To be furnished to the master of the ship 960
Servants, medical certificate requisite before 957
Stores, of, responsibility for 933
Uniform, wearing of, on 995
Visitors at, when permitted 964

Embarkation Officer:—

Abroad, A.O.C. to detail 912
Alterations in families, &c., notification to 976
Arrival of air forces at port, report by 954
Authority for officer's return from abroad to be handed to 948
Baggage duties regarding 963
Consignments of material, particulars to be sent to 2480
Definition .. .. Explanation of Terms
Delay in embarkation, daily visit by 959
Disembarkation from abroad, disposal of airmen and families by .. 951
Documents, stationery, &c., to be provided by 962
Draft conducting officers to report to 934
Inspection of baggage rooms, and certificates 970
Material arriving at docks, responsibility of 2480
Military embarkation officer, action in conjunction with .. .. 963(8)
O.C., R.A.F., or O.C. troops to report to 934
Packages damaged, &c., before shipment, report by 2481
Routes, when may be issued by 3043

Emergency (National, &c.):—

Air and naval or military forces acting together in .. .. 125(2), 126(2)
Allowances for officers re-employed in .. .. 3232, 3233(2)
Billeting in .. .. 1893(2), 1895(2)
Camp kit, issue to officers specially employed in 2572
Compensation for loss, &c., of personal property during 2643
Gratuity to short service officers unaffected by retention in .. .. 3571(4)
Outfit allowance to officers specially employed in .. .. .. 3336(1A)
Pay, cessation of, to officers specially employed in .. .. .. 3414(6A)
Pay of officers specially employed in 3435A
Pension and pay issued concurrently during further service in 3675A, 3676(2)
Pension, counting of service towards, in .. .. 3672(2)(*b*), 3673(2)(*a*)
Rank, relinquishment of, on re-employment in 3644A
Retired officer's liability to recall in 3542
Retired pay suspended during re-employment in 3546
Retirement, retention of officer beyond date of, in 3543
Widow's qualification for pension unaffected by officer's service in .. 3767(2)

Employment:—

Of airmen:—
In air force hospitals, when patients 1606
In institutes, restrictions 1763
Misemployment in trades forbidden 598
On board ship as stokers, &c., payment for 1001
Restrictions as to acceptance of civil 1096
Of officers:—
Civil, colonial or foreign, non-effective pay 3834
On half-pay, conditions 3508
Outside the R.A.F., conditions of appointment 122, 336, 345
Restrictions as to acceptance of civil 1096
Specialist and non-specialist interspersed .. .. 374(7)
When to be seconded 326

Digitized by Google

Empties :— PARA., &c.
Airmen's mess, returns to institute, and credit for 1737
Returned, rail charges for .. .. 2459(4)

Encroachment(s) :—
Erection of sheds at stations, applications by civilians for 2042
Garages, erection of private, as 1842
Illegal, prevention of, responsibility 45

Engagement(s) :—
Band 2071
Extension, prolongation or re-engagement:—
Authority for approving 614
Certificate of service, how recorded on .. .. 2132(5)(6)
Clothing allowance, commencement of, on re-engagement .. 2563(8)
Definition .. .. Explanation of Terms
Forfeiture of service, when incurred during period of 616
Forms 78 and 82 to be attached to attestation paper 2096
Medical board or examination on 653, 1446
Procedure for effecting 615
When permitted, and conditions 611, 611A, 612
Forfeiture of service towards, when incurred 616
Prior, to be recorded on certificate of service .. .. 2132(7)

Engineer Officer, Station, *see* **"Station Engineer Officer."**

Engines, Aero :—
Boards of survey 679
Defective parts of, procedure for reports regarding 681
Efficiency 680
For ground instruction, not to be used in flight 710
For ground instruction, procedure for conversion 2410
Log books for 788
Maintenance 667, 668
Modifications 673
Numbering 2432
Overhauls .. .. 682 to 685
Reconditioning 682
Repairs 686
Responsibility of personnel for maintenance, &c. 670
Return of aircraft and engines 2431
Spare parts, manufacture of .. .. 2415(3)
Testing 689
Write-off, of, procedure 2411

Enlistment, *see also* **"Recruits," "Attestation," &c. :—**
Apprentices and boy entrants, of, instructions 470, 471
Documents to be prepared on 474
Educational examination on 468
Former service not acknowledged on, effect .. .. .. 467(5), 3872(4)
Fraudulent:—
Confession of, disposal of 1168
Court martial for, charges, how framed 1268
Discovery of, procedure 1165
Disposal of attestation paper 2096
Disposal of clothing on relegation to reserve .. .. .. 2559(4)
Exemption from trial for .. .. 1128(1)
Forfeiture and restoration of service 616
Forfeiture of G.C. badges and qualifying service .. 1177(3)(*e*), 1181(1)
Periods of service forfeited by, not to count towards pension .. 3672(4)
Punishment suitable for 1281
Rewards for apprehension of offender .. .. .. 1170(4)(5)
Trial for, dispensation from 1168
Identity discs to be prepared for airmen on 2104
Improper:—
Discovery of, procedure 1165
Travelling expenses inadmissible on relegation to the reserve .. 3024

Digitized by Google

Enlistment—*continued.* PARA., &c.

Insurance, national health and unemployment, on 473
Irregular:—
Discharged because of, service gratuity not payable .. .. 3691(4)
Of reservist, service, how reckoned 618
Miscellaneous record sheet, preparation on 2106
Officer, of, permission to retain rank to be withdrawn on 3649
Official numbers to be allotted on 2099
Personal description to be recorded on certificate of service on .. 2132(11)
Personal particulars requisite on 467
Preparation of:—
Attestation paper on 2096
Certificate of service on 2130
Medical history envelope on 2168
Procedure for entry 471
Rank on 472
Re-enlistment:—
Commencement of clothing allowance 2583
Discharged airmen, disposal of original certificate of service .. 2135
Former service counting towards pension on 3673
G.C. badges, position as regards .. .. 1179(1)
Official number on 2099
Rules as to pension on 3676
Service, periods for which permitted 469
Terms of, recorded on certificate of service .. .. 2132(4)
Trade on 472
Travelling allowances on, when granted 3094
Travelling expenses on, entitlement to 3014

Ensign (R.A.F.):—
Distinguishing flag of air officer afloat, use of as .. .. 158, App. XXI
Flying boats, when flown on .. .. 156(7)
Half-masting:—
Occasions for 157
Procedure .. .. 156(6)
Hoisting and hauling down of, ceremonial 156
Marine craft, when flown on .. .. 156(8)
Where and when flown 156

Entertainment(s):—
Bandsmen, taking part in private, conditions .. .. 2062(4)
Beer, wines and spirits, supply of, at 1768
Copyright Act, 1911, observance of 887
Duty, when payable, and procedure for claiming exemption 878
Fancy dress balls, uniform not to be worn 194
Institute, in, liability for cost of electric current 1756
Officers' mess 1692
Organisation of 1760
Sergeants' mess 1708

Equerry:—
Uniform to be worn by 206

Equipment (R.A.F.), *see also* "**Stores**" and under each special article:—
Accounting for 2388
Air or other officer commanding, responsibility regarding 42
Aircraft carriers, in 2396
Change of pattern, unauthorised, forbidden .. .. 72(5)
Civil pilots, issue on payment to 2043
Classification of, and scope of the term 2387
C.O., responsibility for 72
Conveyance, of, *see* "**Conveyance of Material.**"
Entrainment of 902
Establishment of, not to be exceeded .. .. 42(4)
Experimental, reports on 681

Digitized by Google

Equipment (R.A.F.)—*continued.* PARA., &c.

General instructions regarding .. .. 2385 to 2432
In air force hospitals .. .. 1590 to 1592, 1600
In charge of the guard 826
In H.M. ships 2397
Loss of, or damage to:—
Charges for 2420, 2421
Court martial, framing of charges for, and evidence 1267, 1270
Court of inquiry into.. 1332
Report of, to police 2419
Maintenance, C.O.'s responsibility 57
Marine craft, when attending on aircraft 2022
Messes, issued to 1674, 1711
Mobilization:—
Responsibility.. .. .. 72(6)
Space assigned to, reappropriation not permitted 1832
Nomenclature of, in correspondence, &c. 2386
Officers in charge of, instructions for 85
On board ship:—
Lost or damaged, procedure.. 1020
Responsibility for embarkation of, and accounting for 932
Purchase or sale of, restrictions 1091, 2418
Reports, technical, rendering by units abroad 2426
Suggested improvements in, action 862
Surplus, action 2392
Unit, conveyance of, on change of station 3136

Equipment Officers:—

Books to be kept by 2352
Buildings, attendance at inspection of 1850
Carrier's notes to be in custody of .. .. 2463(4)
Change of, handing-over certificate to be prepared 2427
Command, exercise of 111
Daily duties, exemption from .. .. 820(5)
Disability retired pay or gratuity for, scales of 3615, 3620
Duties of 100, 2388
Instructions for, generally 100
Japanese or Chinese, ineligible for awards in respect of .. .. 404(2)
Leave from abroad, procedure regarding stores, &c. 1368
Promotion examinations 350
Promotion of, rules 356, 356A, 356B, 356C
Retirement gratuities for 3568
Scales of half-pay for 3499
Scales of pay for 3419
Scales of retired pay for 3566, 3567A
Staff of senior 2390

Erasures:—

Not permitted in:—
Accounts, &c. 2728
Airmen's documents .. .. 2111(2)
Cash balance statements .. .. 2758(3)
Court martial convening order 1241
Remittance forms 2889

Escorts:—

Civil aircraft, for 809
Expenses of, when required or provided by other services 3037
For accused, during court martial, when provided 1249
For consignments of stores 2471
For deserters or absentees, provision and duties of 1164
For removal of offender arrested away from unit 1118, 1164
Funeral, strength of 173
Resisting, suitable punishment for offence of 1281
Strength of, and rules for, generally 1214

Digitized by Google

Establishment(s) :— PARA., &c.

Air force hospitals 1588
Air gunners 508
Bands 2060
Experimental, admission to 853
Return of officers in 334

Evidence :—

Collection of, advice by legal officers as regards .. .. .. 102(2)
C.O. to satisfy himself as to adequacy of 1123
Copies of record in service books, certification necessary 1251
Court martial:—
As to character, to be given 1252
Prosecutor not to omit any material 1246
Court of inquiry:—
Admissibility of 1316
Recording and signature of 1317
Expert, allowance for witness giving 3176
Extract from record of airman declared illegally absent, admissible as 2101
False, suitable punishment 1231
Insufficient, release of accused .. .. 1128(4)
Of civil conviction, when admissible .. .. 2153(4)
Professional, allowance for witness giving 3174
Revealing facts requiring investigation, action by confirming officer 1293
Summary of:—
Accused officer to be given extract of .. .. 1153(2)
Accused, when to be given copy of 1261
Application for engagement of counsel, copy to accompany .. 1247
Judge Advocate General, when submitted to 1230
Preparation of 1260
Taken on oath, at summary trial, accused officer may demand .. 1153(3)
Values, when and how recorded in 1267, 1270

Examination(s) :—

Courts of inquiry, of witness at 1316, 1318
Educational .. .. 453 to 455
For promotion in Army and Royal Marines, attendance of seconded officers 363
Interpreters, *see* "**Foreign Languages.**"
Medical branch, of airmen in, for promotion 489, 492
Of airmen's documents, when to be carried out 2111
Of cargo arriving in damaged condition 2492
Of foodstuffs 1468, 1486, 2677
Of recruits before entry 468
Of sergeants, before promotion to substantive rank 490
Of sewage effluents 1468
Of water supply 1468, 1487
Promotion, officers 350
Reclassification to leading aircraftman 497A
Results, effect on promotion of pilot officers 351
Specialization, competitive, for selection of officers for .. App. XXII
Trade tests, *q.v.*

Exchange, Rate of :—

Gain by, precautions to be taken against abnormal use of R.A.F. facilities to effect .. .. .. 2724(3), 2838(1A,1B), 2887(3)
Notification of, and accounting for gains or losses on 2747

Exercise of Command :—

General duties and other branches, relations of .. .. 111(2 to 7)
Oversea or land forces .. .. 124 to 128
Retired officers and officers of reserves and auxiliaries, by .. .. 111(1)
Temporary command, officers in, powers of 112

Digitized by Google

Exits :— PARA., &c.
Provision and maintenance of 1871

Explosion, *see also* "**Fire(s)**" :—
Damaging public property, court of inquiry 1334

Explosives, *see also* "**Ammunition**" :—
Aircraft fitted with, housing of 775
Application for shipping space 2476
Baggage for embarkation, exclusion from 965
Conveyance by rail:—
Carrier's note, form required for .. .. 2463(1)
Marking of packages 2457
Prior notification of company 2455
Railway regulations, observance of 2455
Derelict, disposal of 885
Rules for carriage of, in aircraft 776
Shipment of, instructions 2485

Extension of Service, *see also* "**Engagement**" :—
Airman pilots, period required .. .. 506(2)

F.

Family(ies), *see also* "**Widow**," "**Children**," "**Parents**," &c. :—
Abroad, sent home through change of station, notification to Air Ministry 952
Accommodation for, hirings not to be resorted to 1911
Admission to stations, instructions 853
Airmen's:—
Admission to hospital 1533, 1534, 1537
Certificates of births in, to be furnished to C.O. 2364
Definition of, as applied to entitlement to conveyance 3028
Definition of, as applied to medical attendance 1538
Dental treatment for 1575
Medical attendance on 1532, 1537
Property of, indemnification for loss of 2637
Quarters for 1804, 1805
Residence for, in billet .. .. 1898(6)(7)
Travelling concessions for 3055
Visiting airman seriously ill, free conveyance for 3032
Attendance at public worship at station 836
Baggage, scales of 3129, 3131
Civilian employees, of, medical attendance for 1541, 1542
Class of accommodation for, on journeys 3052, 3061, 3107A
Embarkation of:—
Alterations, notification of 976
Before arrival of forces 973
Ladies to sign arrival book 976
Medical certificate requisite before 937
Orders, railway warrants, &c., prior issue of 933
Entrainment of, before arrival of forces 902
Excluded from embarkation, disposal of airman 937
Institute, use of, by 1766
Maintenance stoppages, procedure 3467
Medicines for, dispensing of, at air force hospitals 1616
Officer's:—
Accommodation for, in public quarters 1796
Definition of, as applied to entitlement to conveyance 3027
Dental treatment of, abroad 1574
Lodging allowance for, special conditions 3260
Medical attendance on .. .. 1521 to 1524

Digitized by Google

PARA., &c.

Family(ies)—*continued.*
Officer's—*continued.*
Passages for:—
Money allowance in lieu of 3120
When granted .. .. 3112 to 3117B
Payment of retired pay to 3546
On board ship:—
Daily routine for 1016
During inspection to be seated at mess tables 931
Family allowance, instructions regarding 3369
Inspection of women's quarters, daily 1000
Losses of stores by, charges against married men 1020
Messing of 3121
Passages, *q.v.*
Pensioner obtaining poor relief, &c., for, repayment from pension .. 3678(4)(5)
Proceeding abroad, issue of railway warrant, &c. 933
Rations for, at stations abroad 2655
Religious instruction for children 842
Responsibilities, officer neglecting, withholding of allowances .. 3237A
Returning from abroad, disposal of, &c. 951
Ship, leave from, when granted to 977
Sick, allotment of station accommodation for 1535
Travelling, allowances for, rates 3096

Family Allowance:—
Absence without leave, effect of, on 3362
Age misstated on enlistment, true age to determine eligibility for .. 467(3)
Arrest, detention, or imprisonment, issues during 3355
Casualties to airmen, effect on and notification of 3373
Children, eligibility of 3352
Claim for:—
How rendered 3356
Recruits, when prepared .. .. 474(6)
Commencement of 3354
Commissioned rank, cessation of, on appointment to 3361
Death of airman or member of family, adjustment or cessation of, on 3360, 3364
Deduction from:—
When married quarter is occupied 1805B
When member of family is in hospital or charitable institution 1805B, 3372
Discharge, cessation of, on 3363
Leave or sick leave, issues during 3355
Object of 3348
Payable, to whom 3358
Payment of, procedure 2836
Pension, effect of, on 3353
Qualifying allotment, deduction from pay when allowance payable .. 2878, 3351
Rate-aided institutions, admission to, effect on 3371
Rate of 3349
Reduction or stoppage of 3359
Reserve, cessation of, on transfer to 3363
Ship, when family on board 3369
State-aided institutions, admission to, effect on 3370
Stoppage of, application for 3366
Wife:—
Imprisonment of, effect on 3367
Misconduct of, report, and effect on 3368
Separated, rules when 3365

Fatigues, *see* **"Working Parties."**

Ferriage Charges:—
Payment of 2453, 2907
Rates, &c. 908

Field Allowance:—
Claims for and payment of 3242
Object, rates and conditions of issue .. .. 3289 to 3291

Digitized by Google

Field General Courts Martial :— PARA., &c.
Instructions 1253

Field Kitchens :—
Construction of, for large numbers in billets 1900

Field Punishment :—
Awards of, entry on conduct sheets .. .. 2153(6)
Character, effect on assessment of .. .. 2140(1)
Forfeiture of:—
G.C. badges .. .. 1181(3)
Pay 3470
Hospital patient, not to be awarded summarily to 1131
How carried out .. .. 1147(6)
Powers of awarding, as summary punishment .. .. .. 1138 to 1141

Fighting Harness :—
Use of, regulations for 705

Film Operators :—
Reception at air force stations 1073

Financial Adviser and Chief Auditor:—
Position and duties in commands .. .. App. XXIV

Fines :—
Civil court, imposed on airmen by, payment and recovery of .. 1133, 2820
For drunkenness:—
Recovery of 3464
Scale of .. .. 1152(6)
Payment of, liability of drivers of M.T. vehicles 2009
Recovery of:—
From airman's pay 3464
Restriction as to stoppages 3475
Summary punishment, C.O.'s powers of awarding 1138

Fire(s) :—
Accommodation, causing loss of, report 1880
Aircraft, precautions against 716
Aircraftmen to be acquainted with precautions against, before reclassification .. .. 484(5)
Appliances, precautions against damage by frost 1872
Board on appropriation of sites, &c., to pay regard to risks of .. 1835
Booster pumps, maintenance of, responsibility .. .. 1859(6)
Brigade, civil or military, co-operation of .. .. 1867(3)
Buildings:—
Hired, responsibility of C.O. regarding 1874
Occupied by persons other than air forces, responsibility .. 1868, 1873
Committee, constitution of, by C.O. 1867
Court of inquiry after, convening of, and procedure 1334
Exits, provision and maintenance of 1871
Extinguishers:—
Chemical, type for hired premises 1874
For aircraft 716
For marine craft 2019
Hired premises, supporting fixtures not to be used .. .. .. 1916(4)
Fighting, generally .. .. 1865 to 1882
Garages, private, precautions to be taken 1842
Guard, duties in case of 826
Hired premises, liability 1917
Inspections of arrangements, by C.O., instructions 1876
Instructors:—
Not employed on night guards 826
Selection and training of 390
Liability for damage by, limitation of 1882
Loss by, indemnification for, when granted 2633, 2635

Digitized by Google

Fire(s)—*continued.* PARA., &c

Marine craft, precautions against 2019
Notification to Air Ministry .. .. 1334(1), 1881
On board ship:—
Action on discovery of 1006
Alarm, rules to be observed on 1007
Stations:—
Exercises in 986, 1015
Parties to assist at 986
Reading of orders concerning 931
Orderly officer to attend at 822
Orders, how drawn up and exhibited 1868
Party, airman pilots exempt from duties of .. .. 506(7)
Personnel, selection and duties of 1878
Practices 1877
Services:—
Advice on, by Air Ministry civil technical assistants 1866
Responsibility of station commander 1867
Sheds and stores, special precautions 1869
Special precautions for store buildings in emergency 1870
Station, accommodation for, provision of 1875
Temporary erections to be passed fit as regards risks of 1840
Tender:—
Instructions for use and maintenance of 714, 1879
On emergency duty, instructions as to starting up of engine .. 1962
Responsibility of duty pilot .. .. 823(5)(*p*)(*q*)

Firearms, *see also* "**Arms**":—
Compliance with Act, 1937 .. .. 870, App. VI
Disposal when among effects .. .. 2604(15)
Loss to be reported .. .. 2419(2)

First Aid:—
Functions of sick quarters regarding 1585
Outfits for aircraft 713A
Precautions while flying is in progress 714

Fittings and Fixtures:—
Demands for 1839
Hired buildings, in, removal before occupation 1916
In charge of guard 826
Inventory of, supplied by Works Directorate 1839
On board ship, inspection prior to embarkation 930

Flag(s), *see also* "**Ensign**":—
Air officers afloat, distinguishing .. .. 158, App. XXI
Distinguishing flags, when flown 158
Royal Standard, when flown 155
Standards of members of Royal Family, when flown 155

Flies:—
Destruction of 1485
Protection of food from 1486

Flying Boats:—
Ensign, when flown on 156
Smoking in .. .. 1093(4)

Flying Bounty:—
Airman pilots, for 3461

Flying Corps, Royal:—
Equivalent ranks with R.N.A.S. and R.A.F. .. .. App. X

Flying Instructor(s):—
Airman pilots, training and employment of, as 506A
Authority of 807

Digitized by Google

Flying Instructor(s)—*continued.* PARA., &c.
Classification 815
Courses 375A
Employment 816

Flying Regulations, *see also* "**Safety Regulations**":—
Accidents, investigation of 743
Aerodrome, rules for approaching, etc. 751
"Air Pilot" and "Notices to Airmen," pilots to be conversant with 763
Air, rules of the, general 750
Animals, carriage of, forbidden 737
Authorisation of flights 693
Canada, to be observed in 697
Cross-country flights, *q.v.*
Endurance of aircraft, duty of pilots to be acquainted with 712
Entry of aircraft from abroad 736
Forced landings, *q.v.*
Log Book (Form 414), duty of pilots to keep 786
Low flying, instructions as to .. .. 717 (7 to 9)
Medical fitness for flying, rule as to 713
Prohibited and restricted areas 730
Responsibilities of pilot on arrival and before departure 731
Restrictions as to aerobatics and low flying 717
Safety of personnel, *see* "**Safety Regulations.**"
Standard signals for night flying 754
Station and unit orders, responsibility for issuing 694

Fog:—
Signals, by aircraft on the water .. .. App. XXVI(12)

Foodstuffs, *see also* "**Rations**":—
Air or other officer commanding, responsibility regarding 42
C.O., responsibility regarding 72
Condemnations of 1776, 2677
Examination of, by medical officer 1486
In air force hospitals:—
Inspection of 1591
Instructions generally 1593
Loss of or damage to, court of inquiry, holding of 1332
Officers' mess, stock of, in 1686
Protection of, in institutes 1765A
Stocktaking of 2668
Vegetables for airmen's mess, where obtained 1775

Forced Landings:—
Civil aircraft, of, rendering of assistance and embarkation procedure 2044, 2045
Detention of pilots by, rules as to allowances 3089
Involving third party compensation, procedure after 744
Loss caused by, indemnification for 2633
Parachute, report of when occurring abroad 743A
Practice, hire of land for 808
Procedure after 742
Record of 791
Salvage claims from civilians, instructions 745
Salvage of civil aircraft after, charges 2045

Foreign Court:—
Presentation of officers at 878
Wearing of uniform at 202

Foreign Currency, *see* "**Currency.**"

Foreign Decorations:—
Acceptance of .. .. App. XVIII
Manner of wearing 232
Replacement of, not granted .. .. 275(2)

Digitized by Google

Foreign Employment :— PARA., &c.
Airmen, medical examination 1446
Of officers:—
Conditions of acceptance .. .. 345, 3834, App. XIII
Liability for passage on taking up 3109
Medical examination 1432, 1449
Retired with pay or gratuity 3548

Foreign Languages :—
Arabic, Hebrew, Persian, Kurdish, Syriac, Turkish, Swahili and Malay:—
Amount of awards for 419
Eligibility of officers and airmen for awards 404
Examination in, and leave for study of .. .. 410 to 414
Dutch, French, Spanish, German and Italian:—
Amount of awards for 418
Leave for study of, period and conditions 408
Preliminary examination in, rules 407
Examinations in, when held and method of application 405
General regulations for study of .. .. 403 to 427
India, applicability of regulations for officers and airmen serving in 427
Japanese and Chinese:—
Amount of awards for 420
Facilities for study of 415
Method of payment of awards for 422
Requalification in 406
Rules for the conduct of examinations abroad 417
Russian:—
Awards for 421
Study of 416
Selection of general duties officers for study of 374
Travelling expenses for attending examination 426

Foreign Manœuvres, *see* **"Manœuvres."**

Foreign Officers :—
Attached for rations, accounting procedure 2386
Relations with 87
Salutes to 145

Foreigners :—
Admission to stations, instructions 853
Employment, etc., of 861
Enlistment of 467

Forfeiture :—
Of G.C. badges, when incurred, and authority necessary 1181
Of gratuities attaching to M.C., D.F.C., D.C.M., C.G.M. (flying) and D.F.M. 309
Of medals and decorations:—
For gallantry, court martial not to deal with 293
L.S.G.C.M. 295
Recovery and disposal after 281
War medals 293
Of orders 291
Of pay:—
Airman prisoner of war, when to be made 3469
Airmen, when incurred by 3470
Award involving, option of trial by court martial .. 1128(6), 1132
Computation of time 3471
Conduct sheets, entry on .. .. 2153(7)
Consequent on absence without leave 1132
G.C. badges, time not to count towards .. .. 1177(3)
Hospital, offence, causing admission to, of airman 1149
Officer absent without leave, of .. .. 3414(8)
Periods of, when counted towards service pension .. .. 3672(4)
Remission of, to airman convicted by civil power 3473
Unclaimed .. .. 4(2)

Digitized by Google

Forfeiture—*continued.* PARA., &c.

Of pension for service .. .. 4(1), 3678
Of retired pay .. .. 3542(3), 3546
Of seniority:—
As summary punishment, limitation of .. .. 1153(5)
Effect of pay .. .. 3434(11)
Involving reduction of pay, procedure .. .. 1153(7)
Time towards increments of pay, loss of .. .. 3434(11)
Of service:—
Qualifying towards pension 3672
Restoration after, conditions .. .. 3672(6)
Towards engagements 616, 618, 2808
Of unclaimed pay, allowances, etc. .. .. 4(2)
Of Victoria Cross annuity .. .. 308(4)

Forfeiture Act, 1870:—
Effect of, upon emoluments 4

Forms, *see* "**Stationery.**"

Fraudulent Enlistment, *see* "**Enlistment.**"

Free French Air Force:—
Discipline, &c., when at R.A.F. station 128C

Freight:—
Allotment, space at home 2478
Application for space and cancellation of application 2476, 2477
Bills of lading:—
Noting of charges for other governments or departments, etc. .. 2473(6)
Receipts on 2493
Shipments from ports abroad 2496
Stamped and unstamped 2483
Used with freightships 2484
Civilian labour for loading transports 2489
Coastwise 2451
Damage or loss:—
Before shipment 2481
Liability 2491
Damaged cargo:—
Examination 2492
Notification 2494
Delay in unloading to be avoided 2488
Despatch of material to port of shipment at home 2480
Dues and shore services 2504
Explosives .. .. 2476(6), 2485
Forms to be used 2474
Inflammable stores .. .. 2476(4)(*c*)
Lists of shipments 2487
Material:—
Excluded from transports 2479
Shut out from freightships at home 2486
Measurement 2475
Mode of conveyance 2473
Monthly returns of shipments from abroad 2497
Payment for, how made 2505
Projections on packages to be avoided 2475
Responsibility for unloading 2490

Freightship, *see also* "**Ships**":—
Arrival, at home, report to Air Ministry 954
Baggage excluded from shipment, certificate 972
Classes of accommodation for passengers in 3107A
Command of forces on board 993, 994
Definition .. .. Explanation of Terms
Departure, notification of 977
Valuables, &c., custody while on 988

Digitized by Google

Freightship (Stores) :— PARA., &c.
Allotment of shipping space, symbol used on Form 642 2478
Bills of lading, preparation and disposal of 2484
Definition .. .. **Explanation of Terms**
Material excluded from, at home, procedure 2486
Material sent home by, how addressed 2496
Unloading, delay, delay to be avoided 2488
When used 2478

French, *see* **"Foreign Languages."**

Frost :—
Precautions against damage to fire appliances and mains 1873
Precautions against damage to M.T. and marine craft **1990, 2019**

Fuel and Light :—
Conditions of entitlement 2709
General instructions 2706
Light issues 2710
Non-entitled consumers, issues to 2712
Scales and seasons **2707, 2708**

Fuel and Light Allowance :—
Airman's pay ledger, entry in 2801
Combined allowance, object and conditions of issue 3275
Fuel allowance, object and conditions of issue 3276
Light allowance, object and conditions of issue 3277
Married officer, in respect of, may be allotted single quarter .. .. 1801(6)
Married status for purpose of, defined 3274
Rates of allowance 3278
Travelling allowance, nightly, issuable concurrently with 3235

Funds, *see also* **"Cash," "Accounts," &c. :—**
Accountant officer, responsibility for **2722, 2724**
Air force hospitals, handing over responsibility for 1600
Band **2066, 2069, 2070**
For works services, allocation and responsibility for expenditure of **1822, 1824**
Institute, *q.v.*
Interest on, to be brought to account .. .. 2740(6)
Library 3378
Naval repayment of sums advanced from 2853
Non-public:—
Account, definition .. .. **Explanation of Terms**
Airman not to be placed in charge of .. .. 84(3)
Audit of 1346
Cheque drawn on public account in exchange for .. .. 2745(3)
Loss of, procedure .. .. **84(2), 1337**
Procedure on retirement, &c., of officer in charge of 3537
Responsibility of C.O. for 70
Return, annual, to be called for by C.O. .. .. 70(3)
United Services Trustee 873
Public:—
Accountant officers' receipts for, need not be stamped 2762
Airman not to be placed in charge of .. .. 84(3)
Checking of, with accounts, by C.O. 71
Deficiencies in, court martial proceedings 1264
Expenditure of, C.O.'s responsibility 71
Loss of, procedure .. .. **84(2), 1336**
Requisition for:—
Approval of C.O. requisite 71
Procedure 2739
Responsibility of:—
Air or other officer commanding 43
C.O. in regard to 71
Officer entrusted with 84
Retirement, &c., of officer, procedure regarding .. .. **3535(3), 3537**
Separate, not to be merged 2745
Sports on board transports 1023
Unauthorised expenditure of, personal liability 84

Digitized by Google

Funeral(s) :— PARA., &c.
Abroad, report of particulars 2329
Expenses:—
Accountant officer to pay 2903
When admissible and rates of 3394
Free conveyance of corpse before .. .. 3033, 3394(2)
Place of burial to be reported 2320
Relatives attending, free conveyance for 3034
Removal of body out of or into England and Wales 2370
Saluting of 148
Service:—
Arrangements for 172
Entitlement to 171
Strength of escorts and parties at 173
When provided 170

Furniture :—
Allowance 3235, 3270, 3271
In hired premises, removal before occupation 1916
In officers' and sergeants' messes 1674, 1711
In quarters, scale, and replacement, of 1799
In service institutes 1777, 1779
Removal of officers' 3128

G.

Gambling :—
By officers, C.O. to discountenance 55
Forbidden in mess quarters, &c. 1094, 1698

Games, *see* **"Recreation."**

Garages :—
Erection of private, and rules as to 1842
Service M.T. vehicles in civilian 1991

Garden(s) :—
Accounts for, separate, responsibility of C.O. .. .. 1784(5)
Employment of gardeners 860, 1603
Produce, purchase for airmen's mess 1732, 1775

Gas :—
Applications for shipping space, separate forms to be used for .. 2476
Bills for, payment of 2902
Burners, mantles, &c., supply of 1858
Consumption of:—
Excessive, action .. .. 1856(2)
Supervision of, and precautions regarding 1856
Fittings, unauthorised alterations to, liability 1840
Hydrogen plant, provision and upkeep of .. .. 1859(3)
Institute premises, used in, liability for cost, &c. 1756
Meters, lights, &c., plans showing, works officer to supply .. .. 1856(3)
Non-entitled consumers, when may be supplied to 2712
Responsibility for construction, maintenance and operation of supply arrangements 1820

General Courts Martial, *see* **"Courts Martial."**

General Duties Branch Officers :—
Acting pilot officers, regrading of 350A
Adjutant, promotion to, C.O. to encourage preparation for 65
Books to be kept by 2352
Command, exercise of, by 111
Commissions for 324, 327
Flight lieutenant in, promotion of 353A
Flying instructor courses, selection for 375A
Flying officer in, promotion of 353
Flying practice, C.O. to afford facilities for 66

Digitized by Google

General Duties Branch Officers—*continued.* PARA., &c.
Language study, selection for .. .. 374(4)
Medical standards of fitness 1430
Permanent officers must learn to fly before specialization 374
Pilot officers, promotion of, eligibility and qualifications 351
Promotion examinations 350
Reserve, report on flying ability prior to transfer to .. .. .. 3535(6)
Retirement gratuities for 3568
Scales of:—
Disability retired pay or gratuity for 3618
Half-pay for 3498
Pay for 3419
Retired pay for 3565
Specialization of, courses for 374, 375, 375B
University courses for, conditions of eligibility for 375B

George Cross and George Medal, *see* "**Medals.**"

German, *see* "**Foreign Languages.**"

Glasses, *see* "**Spectacles.**"

Glassware, *see* "**Crockery, Glassware and Cutlery.**"

Goggles:—
Special lenses for, provision and replacement of, procedure 2571

Good Conduct Badge(s):—
Awards, procedure 1186
Awards and restoration of, authority for, and date of effect 1175
Certificate of service, record to be entered on .. .. 2132(15)
Character, assessment of, effect on .. .. 1178, 2139(1)
Civil convictions, effect on 2153
Conduct preceding:—
Award of 1178
Restoration of 1182
Deprivation of, authority requisite 1181
Deserters, &c., position as regards 1185
Effect of punishments on, to be considered in assessment of award .. 1148
Eligibility for 1175
Forfeiture or deprivation of:—
Date of effect 1175
Service conduct sheet, recording on .. .. 2153(9)
When incurred 1181
Free issue of, on award .. .. 2535(2)
Number of, which may be conferred .. .. 1175(1)
Pay for:—
Adjustment of arrears, how effected 2819
Rates and conditions 3452
Subject to income tax 2949
Punishments altered, effect on, to be noted .. .. 2110(2)
Punishments entailing deprivation of 1181
Recruits to be informed of conditions regarding 1176
Re-enlisted airman, position as regards former service 1179, 1185
Reservists, called up or undergoing training, position as regards .. 1184
Restoration of:—
Conditions 1182
Procedure 1186
Service:—
Periods requisite for award of 1177
Previous naval and military, when counted towards 1177, 1179
Time, how counted in reckoning of 1180
When qualifying for award of 1177, 1178
When qualifying for restoration of 1182
Warrant officers reduced or reverted, counting of service 1183

Good Conduct Pay, *see* "**Good Conduct Badges.**"

Digitized by Google

Good Friday :— PARA., &c.
Extra payment to officiating chaplains, when holding service at station on .. .. 839(5)
Observance of 59, 834
Sentence of detention expiring on, when released 1204

Governors of Crown Colonies :—
Guards of honour for 153
Precedence of 130
Relations with 129
Salutes and honours to 141, 154

Gratuity :—
Civil employment of officer retired with, conditions .. .. .. App. XIII
For disability (airmen) :—
Apprentices, boy entrants or airmen of less than one year's service, for 3717
Avoidable disability, effect on 3708
Attributable to service, assessment and payment of 3716
Games, gliding, &c., attributability of injuries sustained in .. 3711
Method of calculation of 3712
Misconduct, unfitness due to, effect on 3708
Not attributable to service 3718
Not issuable in addition to service gratuity .. .. 3716, 3718(4)
Regulations generally .. .. 3705 to 3718
Service, definition of, as applied to 3707
Service element inapplicable, when 3715C
Third party compensation, effect on 3706
For disability (officers), *see* **"Retirement."**
For medals and decorations :—
Death of airman, payment of, after 312
Debt, when attachable for 311, 313
Forfeiture of, on forfeiture of L.S.G.C.M. 295
L.S.G.C.M. 311
M.C., D.F.C., D.C.M., C.G.M. (flying) and D.F.M. 309
Payment of, procedure 314
Restoration of, on restoration of L.S.G.C.M. 296
When payable .. .. 314(1)
For non-permanent dental officers 3574
For officers on medium service 3573
For officers on short service 3571, 3572
For service (airmen) :—
Computation of service for 3693
Death of airman, payment of, after 3694
Ex-apprentices in group I or IV trades .. .. 3691A, App. XXV
Payment of, procedure 3695
Rates and conditions :—
Over three years 3691
Three years or less 3692
Regulations generally .. .. 656, 3691 to 3695
Officer, paid to, subsequent grant inadmissible 3613
Officers, on retirement, &c., *see* **"Retirement."**
To officer's widow :—
Cannot be claimed as a right 3744
Rates and conditions 3764, 3769
Vested rights to 6
Widows and dependent relatives, how paid 3838, 3850

Great War, The :—
Artificial limbs for officers injured in 1660
Definition .. .. Explanation of Terms

Greatcoat, *see also* **"Clothing" :—**
Civilian, when issued on discharge 2554
Hospital, airman sent to, to take .. .. 2600(1)
Issue of, on entry .. .. 2528(1)
Maintenance of, out of quarterly clothing allowance .. .. .. 2583(1)

Digitized by Google

	PARA., &c.
Greatcoat—*continued.*	
Unserviceable, use of for certain duties at home	2550
Wearing, manner of	204
Group(s), *see also* "**Trades, R.A.F.**":—	
Command of	22
Group Commander:—	
General responsibility of	51
Guard(s), *see also* "**Police,**" "**Sentries**":—	
Guard(s):—	
Baggage conveyed by road, to accompany	907
Buildings containing valuable material, over, in emergency	1870
Compliments to be paid by	154
Extra:—	
Intervals between	1147(9)
Powers of awarding, as summary punishment	1138 to 1141
Generally	826
Hoisting and hauling down of ensign, to turn out for	156
Keys, custody of, by	829
Offender in custody of, duties of commander	1119
On board ship:—	
Issue of cocoa, tea or coffee	1037
Provision and duties of	960, 986
Visiting of	1003
Pilot of aircraft to arrange for, after forced landing	742(1)
Public money, over, provision of, by C.O.	71(1)(*m*)
Roster for, who to be placed on	826
Service police, where possible, to perform duties of	826
Standing orders	826
Station commander, responsibility for	826
Supervision of, by orderly officer	822(*a*)
Visitors, duties regarding	853
Guard(s) of Honour	153
Guard Reports:—	
Charges, entry in	1127
Custody and disposal of	2199
Disposal of case, entries in	1127
Entries in, amendment of by C.O.	1128
Offenders in custody, particulars to be entered in	1119
Punishment entry in, production of copy to court martial	1250(3)
Remand, order for, daily entry in	1127(6)
Rendering of	826(11)
Guard Rooms:—	
Space allowance in	1844
Gymnasium:—	
Candidate as physical training instructor, instruction in	463
Physical training officer to have charge of	459

H.

Hair:—	
Airmen in detention, how to be kept	1216
Haircutting, arrangements for	2546, 2583(5)
How to be kept	189
Half-Pay:—	
Allowances while on	3503
Authority for issue	3335
Broken periods on scale A	3497
Cessation of full pay on transfer to	2784(6), 3414(1)
Channel of payment, choice and change of	3337

Digitized by Google

Half-Pay—*continued.* PARA., &c.

Civil, colonial or foreign employment, conditions and effect on .. 3834, App. XIII
Compulsory 3504
Counting of time on:—
For pay increments .. .. 3434(10)
For retired pay .. .. 3561(3)
Death, arrears on, claims for 3839
Declaration requisite before issue of 3836
Directors of music, conditions and rates for 3500
Eligibility for 3496
Employment while on, limitation and effect on 3508
Legal officers, conditions and rates for 3500
Medical unfitness, for 3505
Mode of payment of .. .. 3835 to 3837
Officers commissioned from warrant rank 3499A
Passage on being placed on, entitlement to 3108
Permission to travel abroad while on, applications for 3510
Procedure regarding pay account .. .. 2784(6)
Promotion and service while on, effect 3506
Refusal to return from, liability to removal 3512
Request for 3507
Restoration from, notification of outstanding debit .. .. .. 2784(7)
Retirement compulsory after three years on 3540
Scale of:—
Chaplains 3501
Equipment and accountant branch 3499
General duties branch 3498
Legal officers and directors of music 3500
Medical and dental branches 3498
Sickness while on, report 3509
Subject to income tax 2949
Suspension or withholding of, liability to 3511
Travelling expenses on being placed on or rejoining from 3013, 3014A, 3503

Hammock(s):—
Issue of 984
Slinging of, instruction to be given 983
Stowers, provision of 986
Stowing of 1002

Handcuffs, *see also* "**Mechanical Restraint**":—
Use of 1214, 1249

Handing-over Certificates, *see* "**Certificates.**"

Harbour Dues:—
Exemption from 908
Payment of 2504

Hard-lying Money:—
Conditions of issue 3459
Entry of authority for, in pay ledger 2807
Subject to income tax 2949

Hawkers:—
Boarding ships, prevention from 1039
Not permitted within station boundaries 1762

Heating:—
In institutes, liability for costs 1756
Services, responsibility for installation, maintenance and operation 1820, 1859

Digitized by Google

Hiring(s) :— PARA., &c.

Abroad, restrictions 1923
Billets, of premises and land for large numbers in 1900
Change of unit, duties of incoming officer regarding 1921
Damage to premises:—
Assessment, &c., of 1913, 1915
Precautions against 1916
Definition 1910
Fire precautions and arrangements in, responsibility of C.O. 1874
Inspection of premises 1914
Liability incurred without sanction, responsibility .. .. .. 1912(3)
Married quarters, not to be used for provision of .. .. .. 1911(4)
Meters to be read, on occupation and vacation 1919
Motor vehicles or marine craft, of, approval necessary 1960
Office machines, of, locally, forbidden .. .. 2290(1)
Payment for premises, procedure 1913
Procedure for taking up 1912
Recruiting depôts, Inspector of Recruiting to act regarding 1922
Register of 1918
Repairs and dilapidations, procedure 1913
Review of 1918
Termination of, notifications in advance 1920
When may be used 1911

Holy Communion :—
Celebration of .. .. 836(1)
Wine for, reimbursement of expenditure on 837

Home Guard:—
Command, powers of, when military and air forces acting together 126A

Honorary Commissions(s), *see* **" Commission(s)."**

Honours and Rewards, *see also* **" Medals " :—**
Recommendations for, inclusion in reports by A.Os.C. .. .. 47B(5)

Hospitals (Air Force) :—
Accommodation at, space per bed 1602
Accountant officer of, to notify hospital charges 2788
Admission to, procedure 1597, 1604, 1605
Airmen at, instruction of, responsibility for 1618
Airmen of unsound mind in, report 1611
Army personnel discharged from, issue of railway warrant 3059
Bed state, return 1612
Buildings, repairs to 1598
Charges for treatment in, *see* **" Hospital Charges."**
Clearance certificate requisite before leaving 1601
Command and administration of 1587
Court of inquiry at 1314
Dining rooms, patients to use if able 1595
Discharge from, procedure 1597, 1604
Equipment in:—
Accounting procedure 1590
Inspections by C.O. 1591
Establishment for, additions to 1588
Foodstuffs, diets and extras in 1593
Friendly societies, provision of certificates to 1620
Gardener, employment of 1603
Injuries, admissions for, notification by C.O. 1605
Libraries 1599
Local purchase of additional articles for hospital wards 1625
Meals, hours for 1596
Mechanical restraint of patients in 1610
Medical and dental stores, responsibility of C.O. 1592
Medicines, supply and dispensing of 1616

Digitized by Google

Hospitals (Air Force)—*continued.* PARA., &c.
Naval personnel discharged from, issue of railway warrant 3059
N.C.O. patients in, to wear chevrons 1607
Number of days' sickness in, how reckoned 1589
Nursing orderlies, training of, responsibility for 1618
Objects of 1586
Offences in, how dealt with 1131, 1608
Orderly officer at, duties of 1623
Pack store, procedure on admission or discharge of patient 1597
Patients:—
Correspondence on official matters with .. .. 1587(3)
Employment on light duties 1606
Orders for, exhibiting of 1609
Return of 1612
Tobacco and sundries, arrangements for supply 1615
Rationing of staff of 1594
Registrar of.. 1622
Serious illness in, notification and report 1611
Sick report, weekly 1613
Transfer of responsibility on relief of C.O. or quartermaster 1600
Visitors to 1621
Warrant officer of, responsibilities 1624
Wines and spirits for, purchase of 2670

Hospital(s) (Generally):—
Admission of officers to 1514, 1515
Admission, non-entitled persons 1512
Airmen:—
Entitlement to treatment 1528
Payment of arrears of pay on returning from 2831
Sick on leave to report to 1400
Treatment when of unsound mind 1539
Airmen admitted to:—
Disposal of documents 2114
Disposal of kit, medals, &c. 277, 2600
Payment of, procedure 2834
Quarterly clothing allowance, deduction from .. .. .. 2583(2)
Rations for, procedure 2673
Retention of quarters 1805
Airmen's families, admission to 1533, 1534, 1537
Alcoholism, admission for, entry on conduct sheets 2153, 2154
Civil:—
Accounts for treatment of air force patients in, disposal of .. 2902
Admission of:—
Airmen's families to 1534, 1537
Airmen to 1531
Officers to 1515
Civilian officials and employees, admission to, conditions 1541, 1542
Civilians not employed by Air Ministry, treatment for 1543
Cost of treatment in, refund of 1516
Disability pensioners, treatment for 1540
Medical history envelopes to accompany patients to service 2114
Member of family admitted to, procedure regarding family allowance.. 3372
Military:—
Issue of railway warrants to air force personnel discharged from 3059
Payment of airmen in 2834
Payment of charges for treatment of air force patients in .. 2902
Naval:—
Issue of railway warrants to air force personnel discharged from 3059
Payment of charges for treatment of air force patients in .. 2902
Offences causing admission to, investigation, procedure and penalty.. 1149
Officers and airmen in military, to be attached .. .. .. 127(3)
Officers in:—
Procedure regarding pay 2778
Procedure regarding posting of 339, 340

Digitized by Google

Hospital(s) (Generally)—*continued.* PARA., &c.
Pay, arrears of, may be paid to airman on return from 2831
Periods of sickness in, how calculated 1589
Rations or ration allowance, not admissible when dieted in 2657
Relatives visiting, free conveyance, when granted 3032
Religious ministrations at .. .. 98(5)
Sanatorium, *q.v.*
Service documents, disposal on admission to 2114

Hospital Charges :—
Travelling expenses on admission to, discharge from or attendance for, out-patient treatment 3018
Warrant officers, admission to 1529
Accounting procedure, &c., by C.O. of hospital 1614
Airman's pay ledger, entries in .. .. 2816(1)
Assessment of pay, airmen, to be taken into account in 2831
For retired officers 1544
Mode of recovery from officers 2788
Nominal roll of personnel treated on board ship .. .. .. 1004(4)
Periods of sickness, how calculated 1589
Rate of :—
Airmen 1545
Airmen's families 1545
Civilian officials and employees 1541, 1542
Officers, active list, half-pay and retired list 1544

Hounds, *see* **"Dogs."**

Hucks Starter :—
When to be used .. .. 715(7)

Humane Society, The Royal :—
Application for rewards of 254

Hydrogen, *see also* **"Gas" :—**
Conveyance of, by rail, prior notification of company 2455
Plant, provision, erection and upkeep of .. .. 1859(3)
Shipping space, separate form to be used in application for 2476

Hygiene :—
Air or other officer commanding, responsibility regarding .. .. 44, 48(4)
C.O., responsibility regarding 58
Dental .. .. 1561(3)
Lectures on, to be given 1470, 1490
Report, annual, by D.P.M.O. 1472
School of, courses at, for airmen, of sanitary detachment 1846

I.

Identification Marks and Numbers :—
Aircraft and airships 796
Marine craft 2020
M.T. vehicle 1996, 2001

Identification of Personnel :—
Absentees or deserters 1162, 1164
Of offenders, presence of officer desirable 1117
Officer before court martial .. .. 1250(2)

Identity Discs :—
Alteration of religion on .. .. 2132(3)
How worn 2537
Preparation, custody and issue of .. .. 474(6), 2104

Digitized by Google

Illness, *see also* "**Hospitals**":— PARA., &c

Air Ministry pay, continuance during .. .. 3430(6)
Civilian medical practitioners, employment of 1400, 1546
Half-pay of officer on, to be reported 3509
Leave:—
Of airmen during, procedure 1400
Of officer during, procedure 1384, 1516
Notifiable disease, *q.v.*
Officer's family, passage deferred on account of 3115
Period of, how reckoned 1589
Serious:—
Family unable to accompany officer through, issue of lodging allowance .. .. 3260(4)
Grant of free conveyance for airman's relatives 3032
In hospital, notification to chaplain, &c. 1611
Next-of-kin to be informed 2316
Report to Air Ministry 2315

Imprisonment, *see also* "**Prison**":—
Airman sentenced to:—
By civil court, action 1133
Character, assessment of 2138, 2140
Clothing, &c., procedure regarding 2561, 2602
Commitment:—
Forms for 1191
Generally .. .. 1191 to 1200
Powers of 1192
Conveyance of family, free 3028
Disposal of documents 2115
Forfeiture of pay 3470
Forfeiture of time, how noted in pay ledger 2808
Medical examination of 1446
Quarterly clothing allowance, deduction from .. .. .. 2583(2)
Quarters, retention of 1805
Unit's books, when discharged from 2808
Airman undergoing:—
Believed deserter, procedure 1167
Required for draft, procedure 1212
Court martial:—
Abroad, award of 1283, 1284
Awarded by, forfeiture of G.C. badges .. .. 1181(3)
Commutation of, to detention by confirming officer .. .. 1287(3)
Guide as to award of 1280, 1281
Limitation of sentence 1282
Sentences of, periods, how framed in 1283
Detention cannot be commuted to .. .. 1287(5)
Discharge after:—
Disposal of private property 2602
Plain clothes on 2555
When and how carried out 1208, 1209
G.C. badges, periods forfeited as qualifying service .. .. 1177(3)(*g*)
Good conduct marks towards remission of sentence 1206
Of wife, effect on family allowance 3367
Penal servitude, *q.v.*
Release from, instructions .. .. 1204 to 1207
Sentences of:—
Expiration, how calculated 1205
Limitation and commencement of 1198
Remitted:—
Entry and notification of 1202
Order for discharge from .. .. 1202(4)
Variation of confinement 1201

Digitized by Google

	PARA., &c.
Income Tax :—	
Airmen's pay ledger, entry in	2807
Assessment and recovery of:—	
Airmen	2946
Civilians	2943
Nursing service	2947
Officers	2945
Civilians, notification to Commissioners of engagement of	2951A
Emoluments subject to	2949
Foreign allowance for air attachés	2949
Institute funds, when exempt from	1785
Liability to	2944
Posting, notification when transferred by	2804, 2951
Quarters, on	1799(6), 2949
Resignation, discharge, etc., notification to Commissioners of	2952
Returns relating to	2950
Indemnification for Losses :—	
Amount of, how estimated	2639
Articles replaced in kind	2639
Claims for:—	
Settlement of	2639
Submission of	2641
Deceased officer or airman, when extended to representatives of	2639
Delay in reporting may affect	2642
Exceptional cases	2635
Grant of, conditions	2633
In transit, procedure	2634
Insurance, advisability of	2631
Investigation of claims	2640
Of decorations and medals	275
Of mess property	2637
Of private money or valuables not granted	2638
Of property of officers' and airmen's families	2636
Risks due to air force service, definition of	2633
War or national emergency, during	2643
When admissible	2633
When inadmissible	2631
Indemnity :—	
Form of, in connection with passenger flights in service aircraft	App. XXIII
Index Cards, *see* **" Airmen's Documents."**	
India :—	
Air and Indian Air Forces acting together, command and discipline	126B
Air Force Act, when Indian Air Force subject to	127A
Airman on leave from	1405(5)
Airmen proceeding to or from:—	
Advance of pay for	2632
Arms and accoutrements of	2565
Allowances when personnel on Indian establishment	3233A
Attachments to Indian Air Force	127A
Bands, voluntary, grants in aid of	2065(5)
Clothing:—	
Allowances for airmen posted to	2535
For airmen posted to, procedure	939, 2533
Of airmen on discharge from, disposal	2557
Daily routine orders in, use of	966
Death of officer in, notification to paymaster	2318
Importation of arms into	868
Language study in	427
Leave to, application for permission	1373(5)
Messing on voyages to and from	3123
Officer's allowances during passages to or from, how claimed	3242

Digitized by Google

India—*continued.* PARA., &c.

Officers posted to:—
- Advance of pay, and recovery 2780
- For temporary duty, pay not transferred 3433
- Withdrawal of public clothing .. .. 2570(2)

Payment of personnel in, or proceeding to or from .. 2964 to 2968, App. V
Posting of officers to 328

Indulgence Passages:—
- Applications for 925
- Command, exercise of, by officers granted 925
- Definition .. .. Explanation of Terms
- Grant of, conditions 925
- Messing, payment of charges 925, 3122
- Nominal roll, special note on 897

Inefficiency:—
- Reduction, reclassification and remustering for 504

Infectious Diseases:—
- Airman on leave, contact of, notification and medical certificate .. 1399(7)
- Airmen's families, admission to hospital 1533, 1537
- Civilian employees, admission to hospital .. .. 1541(3)
- D.P.M.O. (Hygiene), duties regarding 1471
- Destruction of property to prevent spread of, indemnification for .. 2633
- Disinfection of clothing and stores .. .. 1418(5)
- Families of civilian employees, admission to hospital .. .. .. 1541(3)
- Families to be free from, before embarkation 937
- Notification of 1418
- Occurring in quarters, report of .. .. 1799(8)
- Officer's family suffering from, treatment of 1522
- Officers suffering from, admission to civil hospital .. .. .. 1515(3)
- On board ship, disinfection or disposal of clothing, &c. 1024
- P.M.O., duties regarding .. .. 1418(2), 1461
- Sick quarters, accommodation for cases under observation .. .. 1585(3)

Injuries:—
- Admission to hospital for, report 1605
- Civilian employees, compensation for, accountant officer to pay .. 2903
- Compensation from third party for, effect on pension or gratuity .. 3706
- Court of inquiry into:—
  - Sustained by civilians 1329
  - Sustained in flying accidents 1326
  - When held, and procedure 1325
- Crash causing, procedure 742, 743
- Self-inflicted or accidental, report 2312
- Sustained in games, gliding, etc.:—
  - Attributability of 3612
  - Reporting of 2313
- Third party compensation, involving 2323

Inoculation:—
- Civilian medical practitioners, by, fees for 1548
- General instructions 1416
- Medical officer, duties regarding 1489
- Sick quarters, in 1585
- Volunteer for, with experimental vaccine; annotation of certificate of service and granting of sick leave .. .. 2132(19)

Inquest(s):—
- Airman involved in contributory incident, attendance of officer .. 1099
- Fees for attending, when payable to medical officers 1419
- Log books, air frame and aero-engine, production at .. .. .. 788(2)
- Notification of deaths to local coroner .. .. 1325(8)
- Proceedings, payment for copy of .. .. 2910(*d*)
- Report of, at court of inquiry .. .. 1326(7)

Digitized by Google

Inquiry(ies), *see* **"Court of Inquiry," "Addresses," &c.** PARA., &c.

Insanity:—
Airman of unsound mind:—
Accounts, how closed on discharge **2810**
Disposal of .. .. **662, 951(1)(*d*)**
Family, free conveyance of **3028**
Maintenance in civil mental hospital, charge for .. .. .. **1545(4)**
Medals, disposal of **279**
Treatment of **1539**
Barrack damages by person of unsound mind chargeable to public .. **1853(6)**
Committee of adjustment, appointment of, when cause of invaliding **2603**
Conveyance of family free in event of airman's wife **3028**
Effects, disposal of in case of **2607**
Emoluments, disposal of balance when invalided for **2785**
Hospital to report to unit in case of **1611**
Mechanical restraint, use of **1610**
Pensioner suffering from, administration of pension .. .. .. **3678(5)**
Posting home on account of, advance report **948**
Sick quarters, patients under observation for mental disease, not to be retained in .. .. **1585(4)**

Insolvency:—
Officer's, report **1089**

Inspection(s), *see also* **"Medical Inspection"**:—
Aircraft .. .. **667, 675 to 677**
Baggage rooms, of, before embarkation **970**
Band property, of .. .. **2067(4)**
Barrack damage assessed at **1853**
Billets, of .. .. **1901(3)**
By air or other officer commanding **48, 49**
By C.O., periodical, of buildings, &c. **1851**
By competent medical authority, periodical **1462, 1852**
By medical officer:—
In charge on board ship **1004**
Periodical .. .. **1485(2)**
By works officers, periodical **1850**
Cash of, by C.O. **71, 2758**
Dental, by dental officer .. .. **1561(2)(6)**
Detention rooms, of, orderly officer daily .. .. .. **822, 1215(8)**
Dining rooms, of **822**
Disembarkation, prior to and after **1004, 1056**
Documents of airmen to be examined at **2111**
Drafts, of, before embarkation **939**
Equipment and foodstuffs, of, by C.O. .. .. **72(2)**
Fire prevention and fighting arrangements, of, quarterly **1876**
Flying log book, of .. .. **786(6)(7)**
Handing over and taking over of buildings, &c., at **1849**
Hired premises, of .. .. **1914, 1916(3)**
Hospitals, of R.A.F. equipment in **1591**
Institutes, of weights and measures in **1769**
Kit **2545**
Marching-in, and marching-out, instructions **1849, 1914**
Officers distinguished for efficiency or otherwise, C.O. to report at .. **63**
On board ship, daily **1000**
Rations, of **822, 2677**
Secret and confidential books in W/T office, of **822**
Ships, of, prior to embarkation **930, 931**
Store buildings, of, daily, by orderly officer **1869**
Subordinate commanders, by, air or other officer commanding may order .. .. **48(8)**
Sunday, Good Friday or Christmas Day, on, to be avoided **59**
Units, by air or other officer commanding:—
Instructions generally **48**
Reports of **49**
Warrant books, counterfoils, &c. .. .. **3058(9)**

Digitized by Google

Institutes, Philanthropic :— PARA., &c.
Airmen not to be employed within 1763
At stations, restrictions 1761

Institute(s), Service :—
Accounts with, when allowed 1767
Airmen's mess supplementary purchases to be made from 1731
Balance sheet and report, publication 1752
Barrack damages in, procedure 1780
Brewers, selection and change of .. .. 1768(6)
Civilians, use of, by 1766
Cleaning and maintenance, responsibility for 1754
Committees:—
General instructions 1758
Travelling expenses for attendance at meetings of 3031
Complaints and suggestions, how dealt with 1759
Condemnation of foodstuffs from 1776
Conduct of 1751
Credit, when permitted and period of 1767
Crockery, cutlery, &c., provision and upkeep of 1778
Debts to, liability to stoppage for 7
Defaulters, exclusion from airman's room .. .. 1766(1)
Discipline in, orderly officer responsible for 822
Drugs, poisons and medicines, sale of 1771
Employment of airmen in, when permitted 1763
Empties, return to, from airmen's mess 1737
Entertainments, &c., at, organisation of 1760
Fan current, expenses in, liability for 1756
Funds:—
Accounts to be kept and audited 1784
Allocation of 1782
Balance sheets, forms of certificates used in 1784
Deficiency in 1337
Disposal of, when station changed or unit or formation disbanded 1782A
Expenditure of 1783
Income tax, extent to which exempt from 1785
Rebate on purchases to provide money for 1750
Furniture:—
Inventory of 1779
Ownership and loan of 1777
Heating and lighting expenses in, liability 1756
Hours of opening and for sale of supplies 1764
Inspection of units to include 48
Insurance 1755, 1786
Inventory of articles in, preparation of 1779
Liquor bar, airmen under arrest not to use .. .. 1111(5)
Liquor regulations, compliance with 1768
Messing articles, check on issues of, procedure to ensure 1774
N.A.A.F.I., purpose of, and representation on 1751, 1752
Pawn, may not receive pledges on 1767
Persons who may use 1766
Premises for, provision of 1753
President of the, appointment and duties of 1757
Prices, how fixed, and distribution of price lists 1773
Profits of, payment to the services 1752
Provision and objects of 1750
Purchases for non-entitled persons prohibited .. .. 1766(7)
Rebate, rate and how paid 1781
Sale of necessaries 1770
Strength of unit, weekly notification to manager of .. .. .. 1766(10)
Tobaccos, sale of, to persons under 16, prohibited 1772
Vegetables, purchase from, for airmen's mess 1775
Visiting of 822, 1765
Water supply, liability for cost 1756
Weights and measures, inspection of 1769

Digitized by Google

Institutions :— PARA., &c.
Rate-aided, admission of wife and child to, effect on family allowance.. 3371
State-aided, admission of wife or child to, effect on family allowance.. 3370

Instruments :—
Repair and adjustment 686

Insurance :—
Advisability of effecting, to cover risks other than service 2631
Baggage, personal 3139
Band personnel at private engagements .. .. 2071(2A)
Civilians, procedure regarding health and unemployment .. .. 2978(5)
Claims, assistance in substantiating .. .. 2640(6)
Institutes 1786
Material in transit, charges not to be incurred.. .. .. .. 2449(7)
Messes, property and employees of 1674, 1713
Motor vehicle, private, used on duty journey 3072
National Health:—
Certificate of, on enlistment.. .. .. 474(6)
On enlistment.. 473
Payment of contributions and entitlement to benefits generally.. 3463
Payment of maternity benefit 2837
Of hired premises, by landlord 1917
Officers and airmen, flying civil aircraft, advised to effect 800
Premises of institutes 1755
Unemployment:—
On enlistment 473
Payments of contributions and entitlements to benefits, generally 3462

Interpreters, *see also* **"Foreign Languages" :—**
Airmen acting as, duty pay for 3455
Civilian, giving evidence, allowances 3176

Interrogatory Form (Form 62) :—
Preparation and disposal of 1447, 2096

Interview(s) :—
With Air Ministry officials 1085
With members of Air Council by officer compulsorily retired, etc. .. 3538

Intoxicants :—
Rules as to use of 1095

Invalided, *see also* **"Pensions" :—**
Definition .. .. Explanation of Terms
Officer, procedure regarding balance of pay 2785

Invaliding :—
Airmen, instructions 660

Inventions :—
Patents for, procedure for taking out 862

Inventory :—
Airman's illegal absence, court of inquiry to have, of clothing .. 1323
Buildings, on taking over or handing over, use of 1849
Clothing, &c., of absentees or deserters .. .. 2558(1)
Death, of effects after 2604
Fittings and machinery provided by Work Directorate, of 1838
Hospital, of kit of airman on admittance 1597
Institutes, of furniture in 1779
Messes, &c., of furniture in 1711
R.A.F. equipment, of articles in use 2402

Irregular Enlistment, *see* **"Enlistment."**

Italian, *see* **"Foreign Languages."**

Digitized by Google

J.

Jews:— PARA., &c.
- Death of, report to Jewish Chaplain 2321
- Leave for 1396
- Representation of, by chaplain 840

Joint Operations—Powers of Command and Discipline:—
- Air and Indian air forces 126B
- Air and military forces 126, 126A
- Air and naval forces 125

Judge Advocate General:—
- Court martial proceedings forwarded to 1297
- Deputy, duties of 103
- Legal officer, *q.v.*
- Petition against finding or sentence of court martial, when referred to 1294
- Reference to, on matters concerning courts martial 1230, 1290, 1293

K.

Keys:—
- Of guard detention rooms, custody of 826
- Of safe, &c., containing mess funds and valuables, custody of .. 1684(2)
- Of safe containing unit's cash, custody of 2743
- Of safes, &c., issue, custody and loss of 2256
- Of safes on board ship, custody of 988
- Of service buildings, &c., airmen not to take on leave .. .. 1399(4)
- Of store buildings, offices, hangars, and sheds, custody of external .. 829

King's Regulations:—
- Acquaintance and compliance with, and enforcement of 1070
- Copy to be available for reference by airmen .. .. 1070(2A)

Kit(s), *see also* "Clothing," "Baggage":—
- Aircraft, articles which may be carried in 734
- Allowance 2583
- Camp, officers', free issue 2572
- Detention of airmen committed to, procedure 2601
- Effects, *q.v.*
- Fraudulent enlistment, court martial charges, regarding, how framed 1268
- Hospital, on airmen's admission to or discharge from 1597, 2600
- Inspections:—
  - Instructions generally .. .. 2545, 2600(4)
  - Medals and decorations to be produced at .. .. .. 275(6)
- Issue and upkeep of airmen's 2536
- Kitbags:—
  - Issue before disembarkation 1046
  - Stowage of, on board ship 979
- Loss of:—
  - Action 2542, 2641
  - Indemnification for 2632
  - Prevention of 2541
  - Suitable punishment 1231
- Officers:—
  - Automatic pistols, issue of 2566
  - Prepayment issues 2569
  - Provision on first entry, and maintenance of, responsibility .. 185
- Public clothing, issue of 2570
  - Wear and tear of, on active service, compensation not admissible 2633

L.

Language(s), *see* "Foreign Languages."

Digitized by Google

PARA., &c

Last Post:—
- Guard to turn out at .. 826
- When to be sounded .. 828

Laundries, R.A.F.:—
- Court of inquiry into loss of, or damage to, airmen's clothing at .. 1338
- Management of .. 863
- Plant for, provision, installation and upkeep of .. 1859(2)
- Washing and mending of underclothing:—
  - Arrangements for .. 2547
  - Payment for .. 2903

Law, *see* **"Legal Assistance and Proceedings."**

Lawn Mowers and Rollers:—
- Motor, registration of .. 2010
- Motor, use on repayment .. 1956, 1999

Leave:—
- Absence without, *q.v.*
- Airmen:—
  - Advance of pay, conditions .. 2832
  - Apprentices and boy entrants, special instructions .. 1395
  - Arms and accoutrements not to be taken on .. 195
  - Commencement and expiration of .. 1398
  - From abroad:—
    - Procedure for .. 1405
    - When granted .. 1397
  - Generally .. 1391 to 1406
  - Jews, for .. 1396
  - Miscellaneous rules .. 1399
  - On discharge or transfer to the reserve .. 657, 1404
  - On extension of service, prolongation of engagement or re-engagement 1403
  - Pass, *q.v.*
  - Passage when proceeding home on .. 950
  - Pay during .. 3447A
  - Periods granted .. 1394
  - Proceeding abroad, conditions and applications for .. 1402
  - Record on trade index card .. 1393
  - Sick leave, grant of, conditions .. 1401
  - Sickness on, instructions .. 1400
  - Travelling expenses, *see* **"Travelling."**
- Baggage, conveyance of, on change of station while on .. 3141
- Language leave, *see* **"Foreign Languages."**
- Officers:—
  - Accountant officers abroad, relief of .. 1369
  - Address while on, notification of change in .. 1360
  - Air or other officer commanding, of .. 40
  - Aircraft carriers, serving in, special provisions .. 1371
  - Applications for, procedure, and delegation of authority to grant 1361
  - Batmen, when may accompany .. 858(8)
  - Billet, payment for, during absence on .. 1903
  - Commencement and termination of, and investigation of delay 1359
  - Draft duties while on, reimbursement of extra expense .. 3022
  - Equipment officer abroad, procedure regarding handing over .. 1368
  - Execution of posting order for .. 329
  - From abroad:—
    - Interview at Air Ministry, may apply direct for .. 1085(3)
    - Special instructions .. 1377
    - To bring uniform .. 201
  - Generally .. 1357 to 1385
  - Leave year, period of .. 1363
  - Medium and short service officers, special provisions .. 1370
  - On first appointment .. 1372

Digitized by Google

Leave—*continued.* PARA., &c.
Periods allowed:—
Abroad, except India 1366
At home 1365
India 1367
Periods under 48 hours not included in 1362
Proceeding abroad, conditions and applications for 1373, 1376
Recall from, entitlement to passage on 3111
Record of 1364
Return from, to acquaint themselves with orders issued during absence 1379
Short service commissioned, and medium service, special provisions 1370
Sick leave:—
Address while on, notification of change in 1360
Date of commencement of 1381
For special treatment, report to Air Ministry 1378
From abroad:—
Report by air or other officer commanding 1383
Special instructions 1377
How borne on strength of unit 339, 340
How granted 1382
Illness during, report and medical certificate 1384
Passages in connection with, when granted 3108
Periods allowed 1380
Recommendations for, by medical boards 1436
Sickness on:—
Arrangements for treatment 1516
Report and medical certificate 1384
Travelling expenses, *see* "**Travelling.**"
Ship, from:—
At intermediate port 1025
Time of expiration and sailing to be posted on board 977

Legal Assistance and Proceedings:—
Assistance at court of inquiry, permission requisite .. .. .. 1318(5)
Courts martial, engagement of counsel at 1238, 1247
Expenses:—
Civilian witness, when payable 3171
Payment of 2910
Proceedings under ordinary law, instructions 1100
Professional evidence, allowances for 3174

Legal Officers:—
Court martial, when may act as prosecutor at.. 1245
Half-pay of.. 3500
Pay of 3419
Posting and duties of 102
Promotion of 361
Retirement, retired pay and gratuity 3570

Letters, *see* "**Correspondence.**"

Levees:—
Regulations for attending, where found.. .. ..

Library:—
Allowance:—
Calculation and payment of.. .. ..2908, 3377
Object of 3378
Books for, annual grant and procedure for supply of professional, educational and reference books 3379, 3380
Dental reference 1579
Hospitals, air force, conduct of 1599
Inventory to be kept .. .. 3381 to 3383
Medical reference 1626
Station:—
Formation and upkeep of recreational 881
Formation and upkeep of reference 882

Digitized by Google

	PARA., &c.
Licences :—	
Arms	868 to 870
Civil aircraft, officers and airmen flying, must have	800
Dogs, cats, etc., for movement of	876
Drivers of motor vehicles, for	2006
Liquor, for service institute	1768
M.T. vehicles:—	
General identification mark	2002
Instructions generally	2001
Loss of	2003
Loss of holder	2003A
Officers' private aircraft, pilots must have	800
Licensing Act :—	
Compliance with	1766(5), 1768
Life-Belts :—	
Bathing station, to be available at	458
On board ship, instructional parades	1015
Life-Saving :—	
Instruction in	458A
Waistcoats, regulations for use of	705A
Light(s) :—	
Air force and civil aerodromes, display of lights during night flying	751, App. XXVI
Aircraft, rules as to	App. XXVI
Allowance, *see* "**Fuel and Light Allowance.**"	
Institutes, in, liability for cost of, &c.	1756
Marine craft, to be equipped with	2034
M/T vehicles:—	
Carried by, to be	2004
Road Transport Lighting Act, 1927, offences under	2004
Obstruction, responsibility of duty pilot	823(5)(*b*)
On board ship:—	
Extinguishing of, officer of the day to ensure and report	1002
Precautions against fire	1011
Lighterage :—	
Bills for payment of	2907
Lights Out :—	
Observance of, responsibility of orderly officer	822
When to be sounded	823
Liquor :—	
Institutes:—	
Compliance with regulations concerning	1768
Sale of, restrictions	1764, 1768
Introduction into barrack room, &c., forbidden	1095
Officers' mess, sale and consumption of, in	1697
On board ship, not to be taken or received	982
Treating, restrictions on	1697
List of Differences :—	
Air or other officer commanding, when addressed to	43
On cash accounts	2754
On pay ledgers	2814
Local Government Council :—	
Nomination for election to	1092
Local Purchase :—	
Casual purchases, *q.v.*	
Of additional articles for hospital wards	1625

Digitized by Google

Local Purchase—*continued.* PARA., &c.
Of office machines, not permitted .. .. 2290(1)
Of rations 2671
Of stationery 2286
Of wines and spirits for use of the sick 2670
Orders, power of making 2393
Payment for 2904

Lodging Allowance:—
Airmen:—
Conditions of issue 3262
Pay ledger, to be credited in 2801
Claims for 3242
Income tax, is subject to 2949
Object of 3258
Officers:—
Married, conditions 3260
Payment of 2781
Unmarried, conditions 3261
Rates, table of 3259
Rent liability, compensation for 3263
Travelling allowance, when issuable concurrently with 3235

Log Books:—
Airframe and engine, for:—
Disposal of, in court of inquiry after flying accident .. .. 1326(9)
Entry of modifications in 673
Upkeep of 788
Compass, upkeep of 790
Flying, upkeep, custody, etc., of 786
Marine craft, for, upkeep of 2023
M.T. vehicles, for, upkeep of .. .. 1985, 2002(3)
Watch, at stations, compilation and custody of 787

London Gazette:—
Notifications in 8

London Passenger Transport Board:—
Journeys on railways of, when covered by warrant 3053

Long Service and Good Conduct Medal:—
Award of:—
Conditions 250
Entry in certificate of service 2132 (19*c*)
Forfeiture of, disposal of, after 281
Gratuity with, amount and conditions 311
Issue of 253
Navy, airmen transferred from, certificate of entitlement 251
Recommendation on Form 125 .. .. 2106(8A)
Recommendations for, instructions 252
Restoration of 296
When forfeited 295

Look-Out, The:—
Duties of 824

Loss(es):—
Accounts, of, court of inquiry into 1335
Band property, of .. .. 2062(4), 2068
Bank draft, of, stoppage of payment and re-issue .. .. .. 2746(5)
Book, maintenance of .. .. 2348(1), App. VI(19)
Cash, of, responsibility of accountant officer 2724, 2742, 2743
Charges for, assessment and recovery 2420, 2421
Civil aircraft at air force stations, incurred by, R.A.F. not liable .. 2039
Claims, investigation of 2640
Compensation, may be affected by delay in reporting 2642

Digitized by Google

Loss(es)—*continued.* PARA., &c.

Conduct sheets, of, action 2158
Consignments, of stores in, write-off of trivial amounts .. App. VI. (7)
Court martial, of documents for production to .. .. 1250(4)
Deductions from pay for 1151
From airmen's kits:—
Action 2542, 2641
Prevention of 2541
In transit, replacement or compensation for 2637
Indemnification for, *q.v.*
Keys of safes, etc., action .. .. 2256(9)
Licence and licence holder for M.T. vehicles, of 2003, 2003A
Maps and charts, officers to be charged for .. .. 2267(3)
Medals and decorations, of, procedure 275
Medical history envelopes, procedure 2172
Medical and dental stores:—
Accounting for 1647
Courts of inquiry, when to be held 1645
Due to theft 1644
Procedure 1646
Of office machine .. .. 2290(13)
On board ship:—
Claims for 1020
Procedure 1019
Private money, of, indemnification inadmissible 2638
Public clothing, of officers', assessment and charge .. .. .. 2570(3)
Public funds:—
How dealt with 1336
When chargeable against 1353
Rail, of material conveyed by, claims for .. 2460, 2464, 2466, App. IV
Railway ticket, of, issue of warrant on repayment 3060
Railway warrants, of, action .. .. 3058(10)
Recovery after:—
Refund of stoppages .. .. 2420(5)
Report to Air Ministry and civil police 2419
Registered articles, of, compensation for, and inquiry into 2222
Report of, by officer in charge of material .. .. .. 85(2)
Report to police 2419
Road transport, of material conveyed by, claims for 2466A
R.A.F. equipment or foodstuffs:—
Procedure generally 1332, 2680
Responsibility of C.O. .. .. 72(12)
R.A.F. units in H.M. ships, investigation of 1333
Sea, of material conveyed by, liability and procedure 2491, 2493
Secret and confidential books, &c., of 2241
Torpedoes, court of inquiry into 1331
Unit equipment, of, responsibility of C.O. .. .. 72(12)
Valuables, of, indemnification for, when inadmissible 2638
War, or national emergency, during, application for compensation .. 2643

M.

Machinery and Machine Tools:—

Damage to, dealt with as barrack damages .. .. 1859(7)
Inventory of, preparation and custody 1838
Local works officer, when responsible for operation and maintenance of 1859
Provision, installation and upkeep of, responsibility of Directorate of Works 1820
Supplied by units or individuals, authority requisite before taking over 1840

Magazines:—

Conveyance of explosives in, by sea 2479, 2485
Passes for admission to, when required 853

Digitized by Google

Magistrates:— PARA., &c
Duties of, in case of suppression of civil disorder by air forces .. 849
Pensioners called on by, refusal of, liability of forfeiture of pension .. 3678(1)

Maintenance, Inspection and Testing of Aircraft:—
Defective parts, report on 681
Inspection:—
Of aircraft on transfer 676
Of visiting aircraft 675
Of work at contractors 677
Maintenance orders, issue of 668
Modifications, rules for making 673
Overhauls .. .. 682 to 685
Procedure for, exceptions to 667
Reconditioning by contractors only 682
Repairs 686
Responsibilities of personnel for 670
Testing:—
Aircraft 688
Engines 689

Maintenance Order (Form 282):—
Custody of .. .. 2096(2)(*n*)

Maintenance Stoppages:—
Procedure 3467
Stoppage of family allowance, liability to 3366

Maintenance Units:—
Local purchase orders:—
Power of making 2393
Procedure relating to 2904
Materials required for fixtures not to be demanded from 1839

Manœuvres:—
Foreign, attendance at, or reporting of, permission necessary .. 1376

Maps:—
Correction of, by A.M.Os. and Notices to Mariners, how made .. 2268
Custody of, and accounting for 2267
Demands for 2265
Educational 2266
Generally 2262
Secret and confidential 2272
Supply on payment 2271
Unauthorised publication of 2238
Units at home and overseas, special requirements 2263, 2264
Units changing stations, disposal 2269
Unserviceable and surplus, disposal 2270

Marine Craft:—
Accidents:—
Court of inquiry into 1330
Generally 2013
Alterations and additions to 2025
Appropriation for sole use of officer below air rank 1958
Board of Trade regulations, coxswains to be acquainted with 2034
Carrying capacity of 2029
Charge of, when under way 2033
Charges for use of 1956
Civilian workmen, conveyance of, by 1959
Compliments by occupants of 160
Economy in use of 1951
Emergency motor boat, responsibility of duty pilot .. 823(5) (*p*) (*q*), 1962
Ensign, flying of, on 156

Digitized by Google

Marine Craft—*continued.* PARA., &c.
Equipment when attending on aircraft 2022
Establishment of 2015
Fire, precautions against 2019
Flags, distinguishing, when flown on .. .. 158(2)
Frost, causing damage to, precautions against 2019
Fuel tanks, filling up of 2019
Functions of 2014
Hard-lying money for airmen employed in, conditions 3459
Hiring of, approval requisite 1960
Identification numbers, etc., to be carried by 2020
Journeys, requisitioning and recording 2031
Legal enactments affecting, observance of 1965
Life-saving apparatus, provision of 2030
Lights to be carried 2034
Logs, opening, upkeep and disposal of 2023
Moorings, examination of.. 2028
Officer to be placed in charge of 2017
Overhaul, repair or refitting of, instructions 2026
Paintwork on 2020
Privileged use of 1955
Records 2024
Requisition on Admiralty for 2014
Sailing orders, form of 2035
Spares for, supply of 2016
Speed of 2021
Stretchers to be carried by 2022
Swimming instruction, to stand by during 458
Theft of, precautions against 1961
Write-off or strike-off, of procedure 2027, 2414

Marines, Royal, *see also* **"Navy, Royal."**:—
Command and discipline when serving at R.A.F. unit 128A
Officers attached from, seniority in air force rank .. .. .. 116(3)
Officers seconded or attached, promotion of .. .. .. 354(5), 363
Relative rank of, with other services 132
Witness for court martial required from, application for 1242

Marriage:—
Airman's :—
Certificate of 2363
Certificate of service, recording on .. .. 2132(10)
Certificate to support claim for family allowance.. 3356
Civil registration of, abroad 2369
Fees for certificate of, who to pay 2367
Legal performance 2362
Particulars recorded on attestation.. .. .. 467(6)
Officer's, occurring during tour of duty, passage for family 3112
Record of 2333
Registration abroad 2369
Re-marriage, effect on pension of:—
Airman's parent .. .. 3813(3)
Airman's widow 3792, 3811
Officer's parent .. .. 3774(3)
Officer's widow 3770

Married Quarters, *see* **"Quarters."**

Matches:—
Baggage for embarkation, inclusion in, prohibited 965
Baggage for storage, exclusion from 3140
Type to be carried in aircraft 716
Type to be used on board ship 1011

Mate:—
Duty pay 3455

Digitized by Google

Material, *see* "**Conveyance of Material.**" PARA., &c.

Maternity Benefit:—
Instructions generally 2837, 3463

Meals:—
Cooks to be present at 1735
Dopers, special provision for 2660
In air force hospitals:—
Hours for 1596
Where served 1595
On board ship, officer of the day to attend 1002
Orderly officer, duties at 822, 1735
Paint shops, for workers in certain M.T. 2660
Supper to be provided for airmen .. .. 1729(2)

Mechanical Restraint:—
Use in service detention rooms 1216
Violent patients 1610

Mechanical Transport:—
Accidents:—
Court of inquiry into 1330
Liability not to be admitted 1977
Liability of driver, warning as to 1976
Procedure generally after 1978
Report of 1975
Third party claims, action when involving 1979
Ambulance(s), *q.v.*
Appropriation for sole use of officers below air rank 1958
Bills or claims for hiring or mileage allowance, examination of .. 1986
Carrying capacity of 1992
Children, conveyance to school 1956A
Civilian workmen, conveyance in 1959
Collection and delivery from railway, when made by 2462
C.Os., rules for use by .. .. 1954 (4), 1955(1)
Conveyance of vehicles, oil and petrol to be removed 2458
Damage, precautions against 1991
Defect reports 1993A
Drivers:—
Authorisation as 1989
Boots, hobnailed, when wearing of prohibited 2008A
Not permitted to smoke on duty with vehicles 1093
Passes for 2000
To have licences 2006
Duty journeys, definition and examples of 1954
Fines inflicted by civil court, payment of 2009
Fire tenders:—
Instructions as to starting up of engine on emergency duty .. 1962
Instructions for use and maintenance of 714, 1879
Responsibility of duty pilot .. .. 823(5)(*p*)(*q*)
Frost causing damage to, precautions against 1990
Heavy tenders, second man, when to be carried 1988
Hiring of, approval necessary 1960
Identification numbers and marks 1996, 2001, 2005
Laundry, for collection of, use of .. .. 1955(2)
Lawn mowers and rollers, motor, *q.v.*
Legal enactments concerning, observance of 1965
Licences:—
Driving 2006
General identification mark 2002
Holders, loss of 2003A
Instructions generally 2001
Loss of 2003
Removal of, during transit by rail or sea 2458
Lights to be carried by 2004

Digitized by Google

Mechanical Transport—*continued.* PARA., &c.

Log books:—
Examination of 1986
Upkeep of 1985
Loss of, precautions against 1961, 1991
Modifications to 1994
Number plates 2001
Officer to be placed in charge of 1987
Official correspondence, &c., relating to, particulars to be quoted in 1997
Paint shops, special meal for workers in 2660
Private vehicles, *see* "**Motor Vehicles, Private.**"
Privileged use of:—
Charges for 1956
Conditions 1955
Recording journeys 1999
Registration of 2001
Repair of 1993
Requisitioning 1999
Restrictions by local authorities to be observed 2008
Returns to be rendered 2001
Ship, unloading from, responsibility 2490
Speed limitation 2007
Standing agreements for hire of, approval requisite 1960
Theft of, precautions against 1961, 1991
Unloading of, from ships, liability for 2490
Use of:—
Economy to be observed 1951
For conveyance of civil aircraft and personnel 2046
For conveyance of families and baggage proceeding by rail .. 902(2)
For delivery of rations 1957
For recreational purposes 1955
For service funerals 172
On repayment 1955, 1956
To be for H.M. service 1954
Weights, how painted on 2005
Write-off of, procedure 2414

Medals (Orders, Decorations and):—

Absentee airman, of, instructions 278
Active service of airman proceeding on, how dealt with 267
Air Efficiency Award .. .. 256, App. XXIX
Air Force Cross and Medal 245
Airmen of unsound mind, disposal of 279
Awarded by societies, wearing of 236
Bath, Order of 242
British Empire Medal 246
British Empire, Order of 243
British non-military, acceptance of 255
Certificate of service to contain record of .. .. 2132(19)
Conspicuous Gallantry Medal 244A
Custody of:—
During sea voyages 270, 988
Instructions for officers entrusted with 271
Death, disposal of, after 280
Detention barracks, of airman sent to 2601
Distinguished Flying Cross and Medal 245
Distinguished Service Cross and Medal 244A
Distinguished Service Order 244
Emblems denoting bars, how worn 235
Foreign:—
Acceptance of 255
Cannot be replaced .. .. 275(2)
Ribbons, wearing of 235B
Forfeited, recovery and disposal of 281
Forfeiture and restoration of .. .. 291 to 296

Digitized by Google

Medals (Orders, Decorations and)—*continued.* PARA., &c.

Form of recommendation for 247
Full dress, how worn with 228
George Cross and George Medal 245A
Gratuities with .. .. 308 to 314
Hospital:—
Brought by patients on admittance, procedure .. .. .. 1597(2)
Of airmen sent to, procedure .. .. 2600(2)
Humane Society, application for medal of Royal 254
Immediate rewards in the field 239
Kit inspections, to be produced at .. .. 275(6)
Long Service and Good Conduct Medal, *q.v.*
Loss of, procedure 275
Manner of wearing .. .. 228 to 238
Mess dress, how worn with 229
Military Cross and Medal 241
Order in which to be worn 232
Pensions and annuities attaching to, generally .. .. 308 to 314
Pensions for disability, addition to, when in possession of certain .. 3720
Pensions for service, addition to, when in possession of certain .. 3677
Plain clothes, how worn with 231
Posthumous awards .. .. 247(3)
Recommendations for, form of 247
Recommendations for, not to be divulged 240
Replaced, stoppage from pay 3468
Replacement of, when granted 275, 276
Reservists called up or rejoining, of, how dealt with 268
Ribbons:—
Foreign, wearing of 235B
Length of 234
Wearing of 233
Royal Red Cross 241
Service dress, when and how worn with 230
Store, not to be attached to garment placed in 269
Transmission of, instructions 274
Unauthorised, not be worn 238
Unclaimed, disposal of 272
Victoria Cross, *q.v.*
Victory Medal, wearing of emblem on ribbon to denote mention in despatches 235A
War medals and clasps, award of 249

Medical Attendance:—

Airmen, entitlement to 1528, 1530
Airmen's families, for 1532, 1537
Airmen's wives, on confinement 1536
Civilian employees, on 1541, 1542
Civilian medical practitioners, engagement officially for 1546
Definition of .. .. Explanation of Terms
Nurses 1525, 1527
Officers, entitlement to 1513
Officers' families, entitlement to 1521
Officers of the Dominions permanent forces 1519
Officers' servants, on, when may be given 1520
Officers, sick on leave, refund of expense for 1516
Officers' wives, on confinement 1523
On injured personnel of civil aircraft 2044
Privately arranged, conditions 1511
Radius for 1509
Retired officer in receipt of disability retired pay 1526
Specialists, employment of 1552
Visiting patients, conveyance 1953
Warrant officers, on, accommodation for 1529
X-ray examination .. .. 1513(1A)

Digitized by Google

Medical Boards, *see also* **"Central Medical Board":—** PARA., &c.
Absentees from, reporting of 1438
Assessment of disability, not to be divulged to officer 1439
Composition, functions and procedure of .. .. .. 1429 to 1442
Disposal of officers after 1436
Findings of 1434
Forms used by, completion and disposal of 1435
On airmen, when to be held 1446
On officers, when to be held 1432, 1437, 1440
On pensioners, naval, army and Ministry of Pensions 1453
On personnel in naval or military hospitals 1443
Proceedings confidential 1451
Railway warrants for naval and army pensioners attending .. .. 3059(5)
Sick leave:—
Commencing date of, on proceedings of 1381
Recommendations for, by 1382, 1436
Sickness on leave, when to be brought before, for invaliding 1400
Travelling expenses for attendance at, entitlement 3018

Medical Branch (Airmen):—
Pay of 3447
Posting of 589
Promotion, qualifications for 489, 492
Reclassification of aircraftmen .. .. 484 to 486
Trade tests for 503
Training of, in air force hospitals 1618

Medical Branch (Officers):—
Board on appropriation of sites, &c., when to include 1835
Books to be kept by 2352
Civil aircraft, attendance on injured personnel by 2044
Command by 111
Commissions as, grant of .. .. 324(4)
Confidential reports on 1097
Courses for 381
Courts of inquiry, when to be members of .. .. 1311(5)
Disability retired pay or gratuity for, scales of 3619
Duties of .. .. 1457 to 1501
Flying badge, wearing by 812
Half-pay 3498
Honorary surgeons and physicians to the King, appointment of .. 343
Inspection of hired ships, board to include a 930
Leave, *q.v.*
On half-pay, when may engage in private practice .. .. .. 3503(4)
Pay 3419, 3430A
Pay increments, counting of previous service towards .. .. 3434(4)
Posting and attachment of 341
Promotion of, rules 355
Retired pay for, scale of 3565
Retirement gratuities for 3568
Secondment of 326
Serving on contracts, not liable or eligible for half-pay 3496
Short service commissions, holding, gratuities for 3571

Medical Comforts, *see* **"Diet."**

Medical Examination(s):—
Accused person awaiting trial, of 1248
Airmen, when made .. .. 391, 506(2), 653, 1446
Cadets, flight 1443A
Central Medical Board, conducted by 1440
Change of station, of airmen on 1417
Civilian employees, of 1449
Civilian medical practitioner, carried out by, fee for .. .. 1548, 1551(4)
Contacts of notifiable disease, of 1418

Digitized by Google

Medical Examination(s)—*continued.* PARA., &c.

Draft, of airmen detailed for, deemed to be unfit .. .. .. 601(4)
Drafts for abroad 937
Disability of retired officers, for reassessment of .. .. 3615(6)(7)
Extension of service, &c., before .. .. 615(2)
Flying, before taking up or recommencing 713
Games, gliding, etc., before participating in, after injury or illness .. 1455
Hospital, on arrival at .. .. 1604(3)
Imprisonment or detention, before undergoing 1200
Instruction in swimming, before undergoing 458
Of seconded officers, regulated expenses in connection with 3036
Officers, when made .. .. 1443 to 1445
Records of 1443
Recruits of, how recorded 1447
Reservists rejoining for regular service 1447
Third party claims, in connection with 1421

Medical History Envelope(s) (Form 48) :—

Compilation of 2173
Confidential, to be regarded as .. .. 2336(4)
Custody and compilation of 1493, 2171
Dental chart on, when completed 1577
Dental treatment to be recorded on 1578
Disposal of airmen's:—
On admission to hospital 2114
On being sent to detention barracks or prison 2115
On posting 2116, 2170
Enclosures, replacement of missing .. .. 2172(4)
Extension of service, &c., to accompany application for 2170
Goggles, prescription for special lenses placed in 2571
Inoculation and vaccination, record on .. .. 1416(6)
Medical board proceedings inserted in 1435
Medical examinations of officers, reports inserted in 1443
Medical record kept in 2168
Officers', preparation, custody and disposal of 2336
Preparations for recruits .. .. 474(6), 2168
Renewal when lost or unserviceable 2172

Medical Inspection :—

Airmen, of 1417, 1481
Disembarkation, of forces prior to, and report 1004, 1052

Medical Inspector of Recruits :—

Duties of 1501

Medical Officer, *see also* **" Medical Branch (Officers) "** :—

Absence from station 1483
Adviser to C.O. regarding physical welfare 1477
Air experience to be gained by 1483
Ambulances, responsibility for 1484
Arrangements at home stations having only one 1499
C.O.'s responsibility for co-operation with 58
Daily sick parade, duties regarding 1480
Death or serious illness, report by 1482
Dental treatment by, in absence of dental officer 1497
Food supplies, examination of 1486
Inoculation and vaccination, duties in regard to 1416, 1489
Inquest and post-mortem fees, when payable 1419
Inspection of station by .. .. 1485(2), 1852
Institute premises to be visited by .. .. 1485(3), 1765
Lectures to be given by 1490
Medical examination and inspection by 1481
Medical history envelopes, duties regarding 1493

Digitized by Google

Medical Officer—*continued.* PARA., &c.

Medical records, duties regarding 1495, 1498
Medical stores and accounts, responsibility for 1492
Notifiable diseases, duties regarding 1418
On board ship, duties of 1004
Radius for medical attendance 1509
Recommendations to C.O., how made by 1494
Sanitation, responsibility for 1485
Sentence, airmen under, to be visited daily by .. .. 1215(9)
Sick quarters inspected by works officer, attendance of 1850
Station, duties of .. .. 1477 to 1499
Water supply, examination of 1487
Weekly sick report, rendering of 1496
Works and alterations affecting sanitation or quarters, &c., works officer and C.O. to consult .. .. 1822(4), 1837

Medical Practitioners, Civilian, *see* **"Civilian Medical Practitioners."**

Medical Quartermasters:—

Commissions as, grant of .. .. 324(5)
Duties regarding kit and property of patients in hospital 1597
Promotion of, periods of service requisite 358
Relief or change of, procedure .. .. 1600(4)
Scales of pay for 3419

Medical Records, *see also* **"Medical History Envelopes":—**

Annual health report 1472
Boards, of 1435
Case sheets (Form 41) .. .. 1498, 1604(5)(8)
Custody of 1495, 2171
Examinations, of 1443
Hospital discharge reports .. .. 1604(6)
Inoculation and vaccination, of 1416
Medical officer, duties in regard to 1495
Morning sick reports 1480
Notifiable diseases, of 1418
Sanitary diaries, to be kept by medical officer .. .. .. 1485(2)
To be regarded as confidential 2169
Weekly health return 1464
Weekly sick report 1496

Medical Stores:—

Accounting for 1643
Artificial limbs and eyes and surgical appliances .. .. 1659 to 1667
Boards of survey on 1655
Demands for, how made 1643
Inspection of, in air force hospitals 1591
Issue of, from hospital dispensary 1616
Losses, damage or deficiencies of:—
  Accounting for 1647
  Courts of inquiry into 1645
  Procedure 1646
Losses due to theft, procedure 1644
On board ship:—
  Embarkation of, and accounting for, responsibility 932
  How demanded 1004
Powers of write-off .. .. App. VI
Responsibility for, in air force hospitals 1592
Responsibility of medical officer for 1492

Medicines:—

Dispensing of, in air force hospitals 1616
Sale of, in service institutes 1771

Member of Parliament:—

Candidature forbidden 1092

Digitized by Google

Mention in Despatches :— PARA., &c.
Publication, &c. 248

Mess, Airmen's, *see also* **" Rations " :—**
Accounting, procedure and responsibility for 1728, 2722
Apprentices and boy entrants, to be separate 1079
By-products, *q.v.*
Civil pilots accommodated in, charges 1727
Commuted ration and cash equivalent allowances, payment and expenditure of 2663
Cooks, *q.v.*
Detailed regulations for, where found 1725
Empties, return of 1737
Food, selection and preparation of 1729
Garden produce, purchase of airmen's, for 1732
In air force hospitals 1594, 1595
Losses from, procedure 1337
Messing committee, composition and functions of 1730
Orderly officer, duties regarding 1735
Responsibility for arrangements 1728
Supper meal, provision of .. .. 1729(2)
Supplementary purchases 1731
Vegetables for, where to be obtained 1775

Mess, Officers' :—
Accounts:—
All charges to be shown in 1679
Audit of 1346
Books to be kept 1693
Contractor not permitted to keep 1687
Arrest, officer under, may not use .. .. 1111(3)
Attendance 1672A
Bills, monthly payment of 1696
Books from library may be kept temporarily in .. .. .. 882(4)
Change of C.O., procedure on 1678
Civil pilots using, charges 1673
Civilian members, issue of rations on repayment 2664
C.O.'s responsibility regarding 1679
Committee, constitution and functions of 1682
Debts incurred by civilian contractors, liability 1687
Discipline in, responsibility for maintenance of 1681
Dress 1672A
Entertainments 1692
Expenditure, control of 1679, 1685
Funds of :—
Loss of, procedure 1337
When station changed 1675
When unit or formation disbanded 1676
When unit takes over station mess 1677
Furniture and equipment 1674
Gambling in 1698
Guests 1691
Inspection by air or other officer commanding 48
Institute:—
Account with, conditions 1767
Supplies may be obtained from 1750
Insurance 1674
Liquor, sale and consumption of 1697
Liveries for waiters and butlers at 1689
Loans to, institute funds not to be used for 1783
Loss of property of, indemnification for 2637
Losses from, procedure 1337
Management of 1671, 1682
Meetings 1679, 1690
Membership of 1672

Digitized by Google

Mess, Officers'—*continued.* PARA., &c.
Money, custody and disposal of 1694
N.C.Os., employment of, in 1688
President, duties of 1683
Property of, when unit or formation disbanded or station changed .. 1675, 1676
Secretary, duties of 1684
" Standard Rules " for 1680
Stocks of wine and food 1686
Subscriptions, amount and when paid 1695
Transport of property 1676A
Waiters or servants at, ration allowance for .. .. 2659(4)
Wines and spirits for use of the sick, purchase from 2670

Mess, Sergeants':—
Accounts, books to be kept and audit of 1346, 1720, 1721
Allowances for members of, how paid 2663
Caterer 1719
Chairman, duties of 1718
Change of station or disbandment of unit or formation, procedure .. 1712
Committee 1715
Discipline in 1707
Dress in 1722
Entertainments 1708
Equipment, &c., issue to 1711
Formation and management of 1702
Institutes:—
Accounts with, conditions 1767
Supplies may be obtained from 1750
Insurance of property and employees of 1713
Loans to, institute funds not to be used for 1783
Loss of property of, indemnification for 2637
Losses from, procedure 1837
Management 1715
Meetings 1714
Membership of 1704
Officer in charge, duties of 1717
Payment of mess bills 1706
Rules for 1703
Sales, hours of 1710
Station commander responsible 1716
Subscriptions 1705
Treasurer, duties of 1720
Treating 1709

Messing:—
Articles, issue of, from institute, procedure 1774
Central, hiring of premises required for, in emergency 1900
Grants from institute funds for, on special occasions 1783
H.M. ships, of officers in 3097
N.C.O., duty pay 3455
On board ship:—
Allocation of accommodation for 980
Charges for, daily rates 3124
Complaints, how dealt with 1040
Entitled passengers 3121
Free, for families returning after death of airmen .. .. 3360(2)
Indulgence passengers 925, 3122
Officers to provide themselves with cash for 1036
Officers to sign messing certificates 1035
Payable in advance, notification of amount, &c. 933
To and from India 3123
Utensils:—
Inspection of 1000
Issue of 984
Lost or damaged, procedure 1019, 1020
Victualling scale and ration issues 1037

Digitized by Google

Meters:— PARA., &c.
In hired premises, reading of 1919
In institute premises 1756
Works officer to supply C.O. with plans showing position of .. .. 1856(3)

Mileage Allowance:—
Bicycles, for use of 3068
Discharge, on, amount and when granted 3093
For private motor vehicles used on public services 3070, 3071

Miscellaneous Record Sheet (Form 125):—
Disposal of:—
Generally 2117
On admittance to hospital 2114
On committal to prison or detention barracks 2115
Preparation and upkeep of 2095, 2106
Service documents of airmen, included in 2098

Misconduct:—
Continued, investigation of 504
Death due to, effect on gratuity or pension 3749
Discharge for, service gratuity not payable .. .. 3691(4)
Officers:—
After leaving service, withdrawal of permission to retain rank 3648
Liability to removal from service for 3538
Retired for, effect on widows' pension 3771
Retirement for, retired pay or gratuity on 3596
Reduction and re-classification for 504
Unfitness due to, effect on gratuity or pension 3708
Wife guilty of, report of, and effect on family allowance 3368

Missing Personnel:—
Issue of emoluments of 9

Modifications:—
To aircraft, instructions generally 673
To M.T. vehicles 1994
Unauthorised, responsibility of C.O. .. .. 72(5)

Money:—
Custody in safes 2255
Order:—
Airmen on detachment, when paid by 2833
Payment by, procedure 2759, 2760

Mooring(s):—
Responsibility for safety of 1848
Seaplane, marine craft and bombing range, examination of 2028

Motor Boat(s), *see* **"Marine Craft."**

Motor Vehicles, Private:—
Chauffeur of, travelling allowance for .. .. 3071(9)
Garage charges, refund of .. .. 3071(10)
Garages for, erection of, and rules for 1842
Insurance when used on duty journey 3072
Mileage allowance for service use of, rates of 3070, 3071
Service use of, conditions 3069
Storage of, conditions 1964
Use of, by officers or airmen, allowances for 3070

Motor Vehicles, Service, *see* **"Mechanical Transport."**

Mourning:—
How and when worn 193

Digitized by Google

Movements, *see also* "**Travelling**," "**Railway**," &c.:— PARA., &c.
Advice of 897
Air forces disembarked *en route* 1026
Aircraft, reporting of 732
Airmen, when conducted by officer, warrant officer or N.C.O. .. 898
Between stations abroad, nominal roll required in advance 897
By civil air transport 904
By sea:—
Applications for passages, procedure 920
Who to arrange 912
Dogs, cats, etc., of 876
Economy in selection of route, &c. 3010
Notice to railway and steamship companies 899
Of air forces, generally .. .. Chap. XIV
Of material, *see* "**Conveyance of Material.**"
Officers:—
On temporary duty, limitation of 337
Posting List is authority for 328
Recording of 338
Responsibility for 896
Routes, on authority of, *see* "**Route(s).**"
Travelling allowance, when issuable 3078

Musicians, *see also* "**Bandsmen**":—
Provision of, for permanent and voluntary bands 2060, 2065
Recruiting, mustering and promotion of 2063

Mustering and Remustering:—
Air gunners.. .. .. 507, 508
Airman pilots 506
Apprentices 487
Armoured car crew .. .. 497(9)
Certificate of service to contain records of .. .. 2132(14)
Definition .. .. Explanation of Terms
Inefficiency, authority and instructions for remustering 504
Instructions generally 483, 497, 504
Medical and dental branches, Training Officer responsible for .. 1500
Medical and dental orderlies 388
Musicians 2063
Physical training instructors 460, 461
Trade tests for, when airmen may present themselves for 497

Mutiny:—
Death of airman in state of, service gratuity not issuable 3694
Incitement to, periodical reading of notice regarding 1101

N.

Name:—
Change of airman's, procedure .. .. 2096(2), 2100

National Anthem(s):—
Bands, instructions to 2073
Salutes in connection with 141, 142

National Emergency, *see* "**Emergency.**"

National Health Insurance, *see* "**Insurance.**"

National Rifle Association:—
Competitors ineligible for allowances 3241

National Savings Association:—
At home and abroad generally 884
Audit of accounts .. .. 1346(6)
Investments in 2838

Digitized by Google

	PARA., &c.
Naval Air Service, Royal :—	
Equivalent ranks with R.F.C. and R.A.F.	App. X
Naval Discipline Act :—	
Units in H.M. ships, punishments under	1145
Naval Paymaster(s) :—	
Airmen's allowances, preparation of certificate by	2852
Cheques, maximum amounts which may be cashed by	2850
On board H.M. ships, air force accountant officers to obtain funds from	2848
Payment of airmen by, procedure	2851
Navigation Officer :—	
Duties of	760
Maps and charts, responsibility for	2268
Notices to Airmen, duties regarding	763
Navy, Army and Air Force Institutes, *see also* **" Institute(s), Service " :—**	
Composition of, and profits and balance sheet of	1752
Service institutes conducted by	1751
Verification of accounts	1767(3)
Navy, Royal :—	
Accidents when under naval discipline, procedure	1327
Active service, shipping and landing on, control by, and co-operation with	2506
Air and naval forces acting together, powers of command	125
Air force personnel serving in H.M. ships, position of	128
Attachment to, for rations, adjustment of expenditure	2867
Attachment to, position during	127
Command of forces by air force officers, and *vice versa*	124, 125
Communication with, authority necessary	1086
Dental centre, treatment of air force personnel by	1576
Fleet Air Arm units disembarked at R.A.F. station	128B
Fraudulent enlistment of ratings, procedure on discovery	1165
Officer, transferred, seconded or attached from, commencement of pay	2776
Officers attached from, seniority in air force rank	116(3)
Officers attached from, travelling claims of	3036, 3156
Officers seconded from, allowances	3240
Officers seconded to, cessation of air force pay	3414(6)
Officers, when to be seconded to	345
Personnel:—	
Arrest by, procedure for removal	1118
Attached for rations, accounting procedure	2865
Attached, lent or seconded to R.A.F., position of	127
Command and discipline when serving at R.A.F. unit	128A
Court of inquiry on, disposal of proceedings	1327A
Relative rank of, with other services	132
Returning from duty with R.A.F., issue of railway warrants	3059
Salutes to officers of	146
Previous service in, when reckonable towards:—	
G.C. badges	1177
L.S.G.C.M.	250
Pay increments	3434(6)
Pension	3673
Retired pay	3561
Retirement on retired pay	3560
Service gratuity	3693
Promotion, in air force rank, of attached officers	354(5)
Next-of-Kin :—	
Casualties, how informed of	2316
Certificate of service, recording on	2132(9)
Change of officer's, notification and recording of	2337
Disposal of effects to	2604
Record of, on attestation	467(6)

Digitized by Google

Next-of-Kin—*continued.* PARA., &c.

Serious illness:—
Of airman, free conveyance, when granted to 3032
To be informed of 2316

Non-Commissioned Officer(s):—

Apprentices and boy entrants, treatment of, by 1079
Arrest, when to be placed under 1115
Commissions may be granted to .. .. 324(2)
Custody, power of, to place offenders in 1112
Drunkenness, charged with, how dealt with 1152
In hospital, to wear chevrons 1607
Not to be reproved in the presence of other airmen unless necessary 1078
Officers' mess, employment in, restriction 1688
On board ship, provision of, for duty 999
Precedence of 123
Promotion to and among:—
How made 493
Qualifications necessary .. .. 489 to 492
Quarters for 1804, 1806
Reduced, relief and re-posting of 593
Reduction of:—
After conviction by civil power 1133
For misconduct or inefficiency 504
Relative rank of, with other services 132
Remustering of, for inefficiency 504
Reversion of, voluntary 505
Summary or minor punishments:—
Applicable to .. .. 1138 to 1141
When liable to 1142

Non-Effective Officers:—

Disposal and posting of 339, 340

Non-Public Funds, *see* **"Funds."**

Non-Substantive Pay, *see* **"Pay (Airmen)."**

Norwegian Air Forces:—

Discipline, etc., when at R.A.F. station 1280

Notation:—

Personal record, of "mention" in 248

Notices to Airmen:—

Instructions regarding 763

Notices to Mariners:—

Instructions regarding 2268

Notifiable Diseases, *see also* **"Infectious Diseases":—**

Definition .. .. Explanation of Terms
Instructions generally 1418
On home-bound ships, notification of 1028
Register of .. .. 1418(3), 1471

Nurses:—

Airmen's sick families, provision of 1535
Applicability of regulations 1, 1428
Baggage, scale for 3129
Children's, class of accommodation, &c., for 3107A
Government and administration of the nursing service 114
Medical attendance for 1525
Passage for skilled nursing attendant on airman's family .. 3119A(1d)

Digitized by Google

O.

Oath:— PARA., &c.
Administration of 1104

Offence Report (Form 281):—
Entry of charges in 1127
Production of copy to court martial 1250

Offences:—
By airmen already under sentence, restrictions as to punishment 1147(11)(12), 1215(10)
By patient in hospital, investigation and trial 1131
Causing admission to hospital, procedure 1149
Minor, may be disregarded in trial for more serious offence 1266
Punishable summarily 1129

Office Machines:—
Not to be purchased from institute funds 1783
Supply, use and repair of, instructions generally 2290
Surplus, disposal of 2288

O.C. R.A.F. / O.C. Troops:—
Definitions 894

Officer i/c Records:—
Communication by unit commanders with 606

Officer i/c R.A.F. Central Band:—
Duties of 2063

Officers, Miscellaneous Responsibilities of:—
Books to be kept by 2352
Command by, exercise of 111, 112, 124
Contractors and departments, dealings with, rules as to 1090
Criticism of superiors, to refrain from 1080
Daily duties at stations .. .. 820 to 823
Discipline, responsibility for 1077
Disclosure of information 1072
Draft despatching units, duties of C.O. of 939
Flying practice, rules as to 695
Irregularities of dress of airmen on leave or pass, duty to report .. 196
Juniors, duty of assistance to 86
Other services, etc., communications with, rules as to 1086
Regulations, duty of familiarity with 1070
Subordinates, relations with 1078

Official Number(s):—
Allocation of, to airmen 2099
Documents, correspondence, &c., regarding airmen, always to be quoted on 2099
Identity discs, to be stamped on .. .. 2104(1)
Warrant officers, omitted for 2099

Official Secrets Acts:—
Acquaintance with, steps to be taken to ensure 1071

Officiating Chaplains, *see* **"Chaplains."**

Oil:—
Delivery flights, for 803A
Waste, disposal 886

Operations:—
Despatches and reports on 47B
Record Book 2349, 2350

Orderly Officer:—
Detention rooms to be inspected daily by .. .. 1215(8)
Duties of—
Generally 822
In air force hospital 1623
Who to perform 820
Registered post, duties in regard to 2218, 2220

Digitized by Google

	PARA., &c.
Orders:—	
Air Ministry, distribution of	2198
Conflicting action	54, 1082
Daily routine	865, 866
Disobedience of, arrest of offender	1115(3)
Embarkation:—	
Issue of	933
Publication	936
Fire, how drawn up and exhibited	1868
Flying, promulgation of	694
Hospital, for patients in, where exhibited	1609
Observance of, and acquaintance with, responsibility for	1070
On board ships, for fire and boat stations, reading of	931
Promulgation of, responsibility of C.O.	60
Standing:—	
A.O.C.'s responsibility regarding	39
Civilian personnel to acquaint themselves with	61(3)
Disobeyed, copies to be attached to proceedings of ensuing court of inquiry	1320
Preparation and issue of	61
Station commander to draw up and issue	54
Temporary C.O. not to issue or alter without sanction	113
Station, programme of work for airmen under detention to be included in	1215(7)
Orders, Decorations and Medals, *see* **"Medals."**	
Organisation:—	
Changes in, posting of officers on	331
Commands, classification and names of	22 to 24
Of bands	2060
Of fire services	1867
Of the R.A.F.	Chap. II
Of Works Directorate	1820, 1821
Outfit Allowance:—	
Entitlement and claims	3336, 3338
Oxygen:—	
Use of, during flights	714A

P.

Packet, *see* **"Passages."**	
Paper:—	
Disposal of waste	874
Parachutes:—	
Care and maintenance	780, 2408
Defects to be reported	681
Descents	781
Forced descent by, investigation and report (if abroad)	743, 743A
Packer, duty pay for	3455
Packing and maintenance course, rendition of Form 292	377(1A)
Scale of issue	2407
Parade(s):—	
Arrest, officers and airmen under, when to attend	1111
Before embarkation, absentees from, provision of witnesses	940
Daily prayers, not to be ordered specially for	841
Defaulters to attend	1147(7)
Divine service, inspections at	834
Honours and salutes on	141
Not to be held on Sunday, Good Friday and Christmas Day	59
On board ship	985, 1015
Pay, general and supplemental, holding of	2830
Sick	1480
States, disposal of	2199

Digitized by Google

Parcel(s) :— PARA., &c.
Conveyance by rail, charges 2469
Conveyance by service transport 1955
Lost in transmission, indemnification inadmissible 2634
Post, to be used when most economical 2449
When to be registered 2450

Parents, *see also* **"Families" :—**
Pension or allowance for:—
Airmen's, rates and conditions 3813
Applications for, and procedure 3745, 3748
Commencement, date of 3752
Compensation from third party, effect on 3751
Death governed by circumstances of 3807
Discontinuance of, when incurred 3747
Games, attributability of injuries sustained in 3750
Gratuity paid to officer, not issuable when 3762
Misconduct, death due to, effect on 3749
Officers', rates and conditions 3774
Poor relief, obtaining, repayment from 3789, 3809
Regulations generally .. .. Chap. XLIII
Re-marriage, effect on .. .. 3774(3), 3813(3)
Rights as to 3743, 3744
Warrant officers, rates and conditions .. .. 3785 to 3789, 3795

Parents' Consent Paper (Form 76) :—
Use and disposal of .. .. 474(3), 2096

Parliamentary :—
Absent voters' card, preparation and custody 2107
Registration and voting 2375

Pass, *see also* **"Leave" :—**
Airmen sick on, instructions 1400
Grant of, an indulgence 1391
Instructions regarding grant of 1406
Irregularities on, reporting of 196
Issue of Form 295, and miscellaneous rules 1399
Leave and, distinction between 1392
Sleeping out, when granted 1406
Stations, for admission to 853
Transport 2000
Withdrawal of 1406

Pass Book :—
Bank, instructions 2740, 2746, 2751

Passages :—
Accommodation 3052, 3107A
Airmen:—
Discharged abroad and settling in British dominion, &c. .. 3024
Families:—
Definition 3028
Entitlement to passage 3119A
Nursing attendant on .. .. 3119A(1*d*)
Production of medical certificate 937
Sent home on medical grounds 953
Generally 3119
Intended wives of .. .. 3119A(7)
Leave from abroad 950, 1405
Purchase of discharge abroad, payments for 639
Voyage periods, standardised, for advances of pay, etc. .. 2382(*f*), 2967(1)
Allowance instead of passage 909A, 3120
Applications for:—
Airmen and their families 921
Altered requirements, notification of 924
Names, when to be stated in 923
Period of notice required 920

Digitized by Google

Passages—*continued.*

Cabins:— PARA., &c.
Allotment of 910
Reservation of cabin for air officer 3107A
Entitlement, generally 3107
Ex-airmen, after local employment abroad .. .. 3024(5)
From abroad, arrangement of 896, 909, 915
Indulgence:—
Conditions regarding 925
Definition .. .. Explanation of Terms
Messing charges:—
Entitled passengers 3121
India, to and from 3123
Indulgence passengers 3122
Rates 3124
Officers:— .. ..
Accompanying invalided family .. .. 3108(2*d*)
Appointment under foreign government 3109
Civil appointment 3109
Dismissed and unable to bear expense of passage .. .. 3108(2*h*)
Entitlement and non-entitlement 3108, 3109
Family:—
Active service, conveyance 3112A
Anticipated return 3116
Children, young, arrangements for charge of 3116A
Compulsory separation, on 3112A
Deferred passages 3115
Definition 3027
Entitlement to free passage 3112, 3116
Medical board recommend return from abroad, when .. 3114
Medically unfit to proceed to station abroad 3113A
When officer:—
Dies while serving abroad 3117
Marries during tour of duty abroad 3112, 3117B
Retires voluntarily 3115A
Returns abroad from sick leave 3113
Under 30 years of age 3117A
From abroad, to bring copy of authority 948
Language study .. .. 3108(2*b*)
Leave:—
Entitlement generally 3111
From abroad, arrangements for return 1377
Sick 3108, 3111
Liability in respect of successor 3110
Non-entitled, report of circumstances when required for duty during voyage 997
Proceeding independently, instructions 942
Re-call from leave on account of active service .. .. .. 3111(4)
Resigning 3109
Retired .. .. 3108(2*f*)
Seconded 3036, 3156
Servants, and child's nurse 3052, 3107A, 3118
Sons' age, limits for return from abroad at public expense .. 3114A
Transfer or exchange 3109, 3110
Travelling expenses in connection with, liability for 3013A
Packet, when admissible 909, 915
Payment of passages 2505
Privately arranged 909A
Provision of 909
Responsibility for provision of passages 896

Passengers in Service Aircraft:—
Civilian officials 798
Foreign service personnel 797A
General rules for carriage of 797

Digitized by Google

Passports:— PARA., &c.
Cost of, when reclaimable 3062

Patents:—
For inventions, regulations as to 862

Pay (Airmen):—
Advances of, when may be made 2832
Airmen acquitted or released without trial, &c., of 3472
Allotments from, not to exceed three-fourths 2878B
Allowances in relation to full pay 3233
Apprentice clerks and aircraft apprentices .. .. .. 3447(7)(8)
Assessment of amount due 2831
Attachment, procedure as to 2806
Boy entrants .. .. 3447(9)
Cash issues of, minimum permissible 3475
Crew, conditions of issue and rates .. .. 3457, 3470(2)
Death, issuable for day of 3476
Decrease in rate of, authority to be noted in pay ledger 2807
Deductions charged against 1151, 3465
Deductions for voluntary subscriptions to R.A.F. Benevolent Fund 2840
Discharge, of airmen under sentence sent home for 3474
Diving, rates and conditions 3460
Doubt as to rate or amount of 8
Draft, should not be paid by 2759
Drivers, petrol and winch, bonus to 3456
Duty rates and conditions .. .. 3455, 3470(2)
Drunkenness, recovery of fines for .. .. 1152(8)
Embarkation, of draft before 939
Fines charged against 3464
Flying bounty for pilots 3461
Flying instructional 3458
Forfeiture of:— ..
Computation of time for 3471
Entry on certificate of service .. .. 2132(17)
Entry on conduct sheet .. .. 2153(7)
Periods of, when counted towards service pension .. .. 3672(4)
Remission of, to airman convicted by civil power 3473
Right to trial by court martial .. .. 1128(6)
When entailed 4, 3470
Good conduct, when payable, and rate of .. .. .. 3452, 3470(2)
Hard-lying money, conditions of issue and rates 3459
Higher rank, when performing duty of .. .. 496(1)
Hospital charges against, rates 1545
Increase of, authority to be noted in pay ledger 2807
Indian rates of 3448
Insurance contributions not chargeable against 3462, 3463
Internee of a neutral power, issue in respect of 9
Interpreters, rate of, when employed as 3455
Leave during 3447A
Ledger, *see* "**Pay Ledger (Airmen's)**."
Liability of, to deduction to meet public claims, debts, &c. .. 7
Maintenance stoppages from 3467
Missing personnel, issue in respect of 9
Non-substantive rates of 3453
Not to be credited, until receipt of transfer list or Form 339 .. 2804(3)
Over-issues, recoverability of 7
Pension, when issuable in addition to 3675A, 3676
Pilots, during training of 506, 3458
Prisoner of war:—
Forfeiture 3469
Issue in respect of 9
Progressive:—
Authority for award, and commencing date 3451
Service counting for 3449
Service not counting for 3450

Digitized by Google

Pay (Airmen)—*continued.* PARA., &c.
Qualification pay, rates and conditions 3454
Reduction of, consequential reduction of allotment .. .. .. 2879(3)
Substantive, rates of 3446, 3447
Transfer of, procedure 2804
Unclaimed, when forfeited .. .. 4(2)
Vested rights to 6
Voyage periods, standardised, for advances .. .. .. 2832(*f*), 2967(1)

Pay (Officers):—
Advances of:—
For officers proceeding to Japan or China for language study .. 415(8)
When may be made 2780
Agents:—
Allocation to .. .. 2776(2)
Officers need not bank with their 2777
Air aide-de-camp 3431
Air attachés 3326
Air Ministry, of officers at 3430
Airmen appointed to commissions 3421
Cessation of:—
Effective date of 3414
On death, rule as to .. .. 3414(7)
Procedure regarding balance 2785
China, of officers studying in, how paid 422
Commencement, date of 3413
Doubt as to rate or amount of, payment to be withheld 8
Foreign or colonial employment, effect on .. .. App. XIII
Forfeiture for absence without leave .. .. 3414(8)
Forfeiture of seniority involving reduction of, procedure after sentence of .. .. 1153(7)
Forfeiture on conviction for treason or felony 4
Full, officer restored to, notification of debit balance .. .. 2784(7)
Half, *q.v.*
Hospital charges 1544
Hospital, officers in 2778
How paid and by whom .. .. 2773 to 2789
Increments of:—
Counting of service towards 3434
When to commence .. .. 3413(2), 3434
India, of officer posted for temporary duty to 3433
Indian establishment, of officers on 2773
Indian rates of, date of commencement 3432
Internee of a neutral power, issue in respect of 9
Japan, of officers studying in, how paid 422
King's Regulations, variations of, effect on pay, promotion, etc. .. 5
Leave and sick leave, entitlement to, during 1380, 3415
Liability of, to deductions to meet public claims, debts, &c. 7
Method of payment, selection and change of, instructions 2774, 2775
Missing personnel, issue in respect of 9
National emergency, when re-employed, &c. 3435A
Officers on half-pay attending committees, &c. 3435
Officers seconded or reseconded from other services, rates 3417
Officers serving abroad may make allotment 2880
Over-issues, recoverability of 7
Passage, officers taking, arrangements as to 2779
Prisoner of war, issue in respect of 9
Rank, when acting in higher 3416
Rates of 3419
Recoveries from, procedure 2787
Reductions in, after summary award by air officer .. .. .. 1153(7)
Retired, *see* "**Retired Pay.**"
Sick leave, periods for which issued 1380
Special rates, retention of 3423
Transfer of, how effected 2775, 2784

Digitized by Google

Pay (Officers)—*continued.* PARA., &c.
Unclaimed, when forfeited .. .. 4(2)
Unemployment, during temporary 3429A
Vested rights to 6
Warrant rank, when commissioned from 3420
When issued .. .. 2776(1)

Pay Ledger (Airmen's):—
Allotments, entry of particulars of 2879, 2885A
Allowances credited in 2801
Attachments, procedure regarding 2806
Balance due on closing, when paid .. .. 2831(4)
Balancing of accounts in 2811
Barrack damages, entry of 2815
Belated credits or debits, adjustment of 2818
Charges, entry of, responsibility 2816
Claims of other government departments, how shown 2817
Compilation of, instructions generally 2800
Currency, conversion of, and entry in 2802
Deserters recovered, charging of debts in 2809
Documents to accompany, when sent to Air Ministry 2812
Duplicate (i.e. No. 2) 2813
Erasures not permitted in 2728
Fines imposed by civil court, entry in .. .. 2820(3)
Good conduct pay, adjustment of arrears 2819
Imprisonment or detention, procedure regarding 2808
List of differences, how dealt with 2814
Non-effective accounts, how dealt with 2810
On board H.M. ships, instructions .. .. 2847 to 2853
On board ship, instructions 2835
Opening of, each quarter .. .. 2800(5)
Pay parade, preparation of, and procedure regarding 2830
Ration entitlement, entry of 2863
Recruits, accounts for, how opened 2803
Remarks column notations 2807
Transfer list, preparation from 2804
Unit changing station, procedure when 2757
Vouchers for entries in, certification of 2749
Washing and repair of underclothing, entry of stoppages for .. 2547(7)
Witnesses to certify payment from .. .. 2830(9)(11)

Paymaster General:—
Payment of non-effective emoluments by .. .. .. 3835 to 3840

Payment(s), Generally:—
Accountant officer:—
Responsibility for 2724
To produce vouchers for all 2749
Allotments, where made 2883
Batmen, of 859
Billets, for 1902
Bills, of, when made 2742
Cash book, method of entering 2750
Civilian dental surgeons, of 1572
Civilian medical practitioners, of 1551
Civilians, of 2978
Erroneous, responsibility 2755
Family allowance, of 2836
For loss, &c., voluntary, by officer .. .. 1332(7)
For miscellaneous services, generally .. .. 2902 to 2920
Half-pay, *q.v.*
Hired premises, for 1913
India, personnel in or proceeding to or from .. .. 2964 to 2968, App. V
Interpreters, of awards for 422
Legal advisers to Air Ministry, of, abroad 1100
Lodging allowance, of, how made 3242

Digitized by Google

Payment(s), Generally—*continued.* PARA., &c.

Maternity benefit, of 2837
Messing on board ship, for, recovery, before embarkation 3121
Method of making .. .. 2759 to 2761
Money order, by, procedure 2760
Non-effective emoluments, of, procedure .. .. .. 3834 to 3853
Objected to by accountant officer, procedure 2725
Officiating chaplains, of 839
On board ship, for employment of airmen 1001
Public funds, from, responsibility of C.O. 71
Receipts for, when to be stamped 2762
Recurrent, authorities for, review of 2729
Remittances, of 2889
Repairs to office machines, for .. .. 2290(4)
Retired pay, *q.v.*
Rewards for apprehension of deserters, &c., of 1170
To persons other than payee 2761
Vouchers for, instructions 2749
Washing and mending of underclothing, for .. .. 2547(8)

Payment of Pay :—

To airmen:—
Cash, verification of, after 2752
In hospital 2834
Instructions generally .. .. 2830 to 2839
On board H.M. ships.. .. .. 2847 to 2853
On board ship.. 2835
Orderly officer to attend during 822
Responsibility of C.O., &c. 71
To civilians 2978
To officers:—
Change of channel of 2775
Election of channel of 2774
Procedure generally .. .. 2773 to 2789
Receipt, when required 2782
Ships, on board H.M. .. .. 2847 to 2853

Penal Servitude :—

Airman sentenced to:—
Discharge of, from service 1208, 1209
Escorts for 1214
Forms of commitment, removal or discharge 1191
Medical certificate to accompany 1200
Notification prior to committal 1199
On board ship, custody of 1213
Position of, while in civil prison 1203
Release of 1207
Removal from prison, when permissible 1211
Committal and release, times for 1204
Sentence of:—
Abroad.. 1194
At home 1193
By civil court, procedure 1133
Date of commencement of 1198
Mitigated, effect of 1202
Variation of confinement 1201

Pensions (Airmen) :—

Allotment of 3852
Brothers and sisters, *q.v.*
Change of country of residence when in receipt of 3851
Children, *q.v.*
Death of pensioner, disposal of balance 3853
Diversion of.. .. .. 3678(5A), 3747A

Digitized by Google

Pensions (Airmen)—*continued.* PARA., &c.
For disability:—
Age, additions for 3719
Alternative 3715A
Applicability of regulations 3705
Apprentices, boy entrants, or airmen with less than one year's service, for 3717
Calculation of, method of 3712
Claimed on or after discharge 3722
Commutation of 3721
Disability element, assessment of, scale for 3713
Disability not attributable to service, for 3718
Enlistment not permitted when in receipt of .. .. .. 467(2)
Family element 3715B
Games, gliding, etc., attributability of injuries sustained in .. 3711
Gratuities, *see* "**Gratuity.**"
Misconduct, &c., unfitness due to, effect on 3708
Rank element, rates and conditions 3715
Regulations generally .. .. 3705 to 3723
Service, definition of, as applied to 3707
Service element, assessment of, scale for 3714
Third party compensation, effect on 3706
Forfeiture 4
Gallant conduct:—
Addition to disability pension for 3720
Addition to service pension for 3677
Continuance on re-enlistment 3676
Forfeiture, suspension and restoration of 3678
G.C. badges, possession of, confers no right to addition to .. .. 1175(6)
Gratuities, *see* "**Gratuity.**"
Invalided after 20 years' service, special provision 3723
Method of payment 3850
Not drawn, action .. .. 3678(2)
Parents, *q.v.*
Pensioners residing abroad, payment of 2902
Proportion of, contributable by other governments, record for calculation of 2103
Service:—
Additions for service in excess of normal period 3675
Calculation of, as regard fractions 3681
Commutation of, conditions .. .. 3679, App. XVI
Computation of service for 3672
Counting of former service towards 3673
Discharged after re-enlistment, re-assessment of 3676
Discharged at own request or for inefficiency, after 20 years, grant of 3674
Forfeiture, suspension or restoration of 3678
Pay, when issuable in addition to 3675A, 3676
Rank, rules as to, in calculation of 3671
Re-enlistment, cessation on 3676
Regulations generally .. .. 3669 to 3681
Scale of 3670
Vested rights to 6
Victoria Cross:—
Addition when in possession of 3677
Awarded with, amount of 308
Widows, *q.v.*
Withholding of .. .. 3678(5A), 3747A

Pensions (Officers), *see* "**Retired Pay.**"

Permanent Commission(s), *see* "**Commission(s).**"

Petrol:—
Carriage of, as load in aircraft 716A
Cleaning, use of, for .. .. 2424(4)

Digitized by Google

Petrol—*continued.* PARA., &c.
Delivery flights, for 803A
Drained from aircraft, use of .. .. 2424(2)
Fire, precautions against, concerning 1869, 1870
Issue on payment to civil pilots 2043
Lighters not to be carried in aircraft 716
Removal of, before conveyance of aircraft, M.T. vehicle or marine craft 2458
Storage plants, responsibility for installation and upkeep of 1820, 1859

Pets:—
Shipment in transports 919

Philanthropic Institutions, *see* "**Institutes, Philanthropic.**"

Photographers:—
Reception at air force stations 1073

Photography:—
Aircraft, buildings or material, of .. .. 853(5)
Disposal of official photographs at home and abroad 855

Physical Training:—
Classes:—
Arrangement of 457
Supervision of 459
Course of instruction, selection for 463
Instructors:—
Award, endorsement, suspension or withdrawal of certificate, entries of 464
Qualification of airmen as 460
Qualification pay for 3454
Re-qualification of 461
Withdrawal or suspension of certificate for unsuitability .. 462
Medical examination before qualifying in 1443, 1446
Object of 456
Officer, duties of 456C
On board ship, arrangements to be made for 1014
School of 456B
Scope of 456A
Swimming, instruction in 458

Pilots, *see also* "**Airman Pilots,**" "**Flying Regulations,**" "**Safety Regulations.**"
Air force, flying civil aircraft, conditions 800
Air navigation certificates for 382
Badges, *q.v.*
Captain of aircraft 806
Civil:—
Injuries to, medical attendance 2044
Supply of stores to 2043
Use of air force aerodromes by, *see* "**Civil Aviation.**"
Duty, duties of 823
Endurance of aircraft, to be acquainted with 712
First, qualifications for 805
Flying instructors, *q.v.*
Flying log book 786
Flying practice, to keep themselves in 695
Flying regulations, to be acquainted with 694
General duties officers to serve initial period as 374
Navigator of aircraft 761
Non-official flights, permission necessary 735
Not to fly unless medically fit 713
Notices to Airmen, to be acquainted with 763
Of officers' private aircraft, must have licences 800
Qualification as service 696, 813
Qualified, further training in other types of aircraft 804
Report on flying ability prior to transfer to reserve .. .. .. 3535(6)
Supply of, to test civil aircraft 802

Digitized by Google

Pistols, *see* **"Arms."** PARA., &c.

Plain Clothes:—
Wearing of 203A

Poisons:—
Sale of, in institutes, prohibited 1771

Police:—
Air Force:—
Armlets to be worn by 192
Duties of 1098
Duty pay for 3455
Guards, replacement of, by 826
On board ship, provision and duties 986
Selection and training of 509
Civil:—
Absentee or deserter:—
Notification to 1158
Surrendering to, how dealt with 1162
Allowances for police officers giving evidence 3177
Billets, selection and provision by 1896
Courts of inquiry, procedure to obtain attendance of police witnesses 1315
Offences against criminal code, notification to 1100
Railway warrants:—
Issue of, to relatives attending airman's funeral 3035
Issue of, to relatives of airmen seriously ill 3032
Reports to be regarded as confidential 2235
Temporary confinement in police station of airman under sentence .. .. 1201(4)
Naval, military and air force, powers of 1098

Police Gazette:—
Notifications to, regarding absentees or deserters 1158

Polish Air Force:—
Discipline, etc., when at R.A.F. station 1280

Political Meetings:—
Participation in 1092

Post:—
Arrangements generally .. .. 2217 to 2223
Charges for delivery 2216
Loss of registered article in 2222
Medals, &c., letters containing, to be registered 274
Parcels, when to be registered 2450
Postage:—
Accountant officer, duties regarding 2909
Accountant officer to pay 2903
Police Gazette, reports to, not to be prepaid 1158
Postman, appointment and duties of .. .. 2217 to 2223
Stamps, unobtainable, procedure 2214

Post-mortems:—
Fees for, when payable 1419

Posting(s):—
Airmen:—
As supernumerary, when permitted 595
Authority for 589
Balance due on, entry in pay ledger 2811
Documents to accompany 2116
Drafting principles generally 589
For drafting abroad 601
Medical examination before proceeding abroad 1446
Medical inspection of 1417, 1481
On completion of courses 596

Digitized by Google

	PARA., &c.
Posting(s)—*continued.*	
Airmen—*continued.*	
Record of	604, 2132(13)
Relief, when to be posted	592 to 594, 602
Tour of duty, duration of	590
Officers:—	
Applications for, by individual officers, rules as to	335
Cancellation of:—	
At officer's request, eligibility for half-pay	3507
At officer's request, when permitted	335(2)
Commands abroad, powers and duties in regard to	333, 334
Duration of tour of duty abroad	342
Instructions generally	328 to 344
Legal officers	102
Medical and dental officers	341
Medical examination before proceeding abroad	1443
Non-effective officers	339, 340
Officers undergoing courses	344
Posting list	328
Record of	333, 338
Re-posting not available, disposal	336
Unsuitability for, procedure	332
While on leave, procedure	329
Poundage:—	
How accounted for	2760
Powers of Command, *see* **"Exercise of Command."**	
Prayers:—	
Daily reading of	841
Precedence, *see also* **"Rank," "Seniority"**:—	
Airmen	123
Colonies, in	130
Officers	116, 117
Reserve officers	119
Retired officers re-employed as officers or commissioned in Reserve of Air Force Officers, R.A.F. Volunteer Reserve or Auxiliary Air Force	121
Prescriptions:—	
How written, and dispensing of	1616
Presents:—	
Acceptance of money, forbidden	1083
President of the Institute:—	
Appointment and duties of	1757
Press (The):—	
Articles for publication, instructions regarding	1072(7)(8)
Band engagements not to be sought through	2071
Communications to	1072, 1073
Correspondent with forces in the field, permission requisite before acting as	1374
Flying facilities, granting of, to	1073(4)
Press report to be annexed to proceedings of court of inquiry into fatal flying accident	1326(7)
Relations with	1073
Representatives, admission to stations	853
Principal Medical Officer:—	
Duties of	1457 to 1464
Notifiable diseases, duties regarding	1418
Printing:—	
Local orders for	2286
Prison, *see also* **"Imprisonment"**:—	
Airman, in, retention of quarter by family	1805
Civil:—	
Discharge on release from, travelling expenses	3024
Position of airmen in	1203

Digitized by Google

Prison—*continued.* PARA., &c.
Clothing issued to Army personnel discharged from, claims for .. 2564
Commitment to:—
Clothing, &c., disposal 2561
Covered conveyance to be provided 1214
Medical certificate to accompany 1200
Medical history envelopes to accompany 2115
Notification prior to 1199
Time for 1204
Deduction from clothing allowance of airman in .. .. .. 2584(3)
Discharge from 663
Escorts for airmen proceeding to 1214
Maintenance of air force personnel in military prisons and *vice versa* 2868
Military, position of airmen in .. .. 126(5)
Not to be committed to, for sentence of detention .. .. .. 1197(1)
Punishments awarded in, entry on conduct sheets .. .. .. 2153(6)
Rations or ration allowances:—
Issue on release from.. 2658
Not issuable when dieted in 2657
Release from, time for 1204
Removal of airman from, when permitted, and procedure 1211
Soldiers in air force, position of 126
Subsistence in 2675, 3030, 3092
Warders, acting as witnesses, allowances for 3178

Prisoner(s):—
Clothing, &c., procedure regarding 2561
Confinement, variations of 1201
Damage caused by, when chargeable to public 1853
Documents, disposal of 2115
Draft, required for, procedure 1212
Forfeiture of time, entry in pay ledger 2808
On board ship, custody of 1213
Penal servitude, to undergo, commitment, &c., of .. .. 1191 to 1194
Protecting certificate, use of, when believed to be deserters 1163, 1167
Release of, instructions 1207
Sentences, commencement, expiration and limitation of 1198, 1205
Sentences remitted, entry and notification of 1202
Unit's books, when to be discharged from 2808

Prisoner(s) of War:—
Airman, when to forfeit pay 3469
Court of inquiry on, disposal of proceedings 2096
Emoluments, issue of .. .. 9, 3236(3)
Recovery of, report, and convening of court of inquiry 1324
Relations of superior and subordinate 118

Probation:—
Officer on, liable to termination of commission at any time .. 3538(1)
Passage on compulsory resignation while on, entitlement to 3108

Progressive Pay, *see* "**Pay (Airmen).**"

Prohibited Areas:—
Action when flown into .. .. 750A, App. XXVII
Instructions to C.O. 730

Prolongation of Engagement, *see* "**Engagement.**"

Promotion:—
Airmen:—
Antedate for holding local appointment as sergeant apprentice, &c. .. .. 493(5B)
Apprentices, on passing their training 487
Certificate of service, how recorded on .. .. 2132(14)
Clothing allowance, involving change of, procedure 2586
Definition .. .. Explanation of Terms
Distinguished service in field, for 493A

Digitized by Google

Promotion—*continued.* PARA., &c.
Airmen—*continued.*
Educational qualifications for 510
Facilities for preparation for, C.O. to provide 65
Fitness for, record on miscellaneous record sheet .. .. .. 2106(7)
Instructions, generally 483
Miscellaneous record sheet, entry on .. .. 2106(6)
Musicians, of 2062, 2063
N.C.O.'s rank, to and in, how made 493
Pilots, on completion of training 506
Roster, instructions generally 493
To commissioned rank:—
Disposal of documents 2117
Recommendation to be entered on Form 280 .. .. 2132(19A)
Travelling expenses on .. .. 3014(3)
To corporal, qualifications necessary 489, 493
To flight sergeant:—
By selection 491
Medical branch, qualifications for 492
To sergeant:—
General conduct sheet to be destroyed on .. .. .. 2154(6)
Qualifications for 490
Restoration of forfeited service .. .. 616(3)
To warrant rank:—
By selection 491
How made 495
Medical branch, qualifications for 492
Uniform, involving change of, procedure 2535
Officers:—
Accountant branch 357, 357A, 357B
Army, reseconded, promotion in R.A.F. 364
Commencement of pay on 3413
Commissioned engineer, signals and armament officers 365
Confidential reports, effect on promotion .. .. .. 1097(13)
Dental officers 355A
Directors of music 359
Effect of, to officer on half-pay 3506
Equipment branch 356, 356A, 356B, 356C
Examinations 350, 3422
Facilities for preparation for, responsibility of C.O. 65
General duties branch:—
Antedate of appointments of university candidates .. 325
Flight lieutenants 353A
Flying officers 353
Pilot officers 350A, 351, 352
Other officers 354
In Army or Royal Marines, of officers seconded therefrom .. 363
Legal officers 361
Medical branch 355
Medical quartermasters 358
On Supplementary List, recommendation of 362
Pilot officers, effect of forfeiture of seniority on 352
Vacation of appointment on, while seconded 348

Prosecutor (Court Martial):—
Counsel on behalf of, employment of 1247
Duties of 1246
Legal officers, when may act as 102
Selection of and entry of name on convening order 1245

Protecting Certificate:—
Use of, as regards airman committed as deserter 1163, 1167

Publication:—
Of advertisements in air force periodicals, &c. 1074
Of air photographs of H.M. ships, forbidden 856
Of articles, &c., restrictions and procedure .. .. 1072(7)(8)

Digitized by Google

Publication—*continued.* PARA., &c.
Of official documents, unauthorised, breach of Official Secrets Acts .. 2238
Of reports of trials of civil aircraft, permission necessary .. .. 802(*h*)

Publications and Books:—
Accounting for 2287
Amendments to .. .. 60(3)(4), 2291, 2348
Codes and cyphers, transmission of .. .. 2234(2)
Demands for 2284, 2285
For libraries:—
Station recreational 881, 3377, 3378
Station reference 882, 3379, 3380
For official use only 2246
Purchase of service official, at reduced rates .. .. 2352(5)
Responsibility for 62, 2287
Secret and confidential:—
Custody and mustering 2240
Definitions 2236
Destruction of 2242
Disbandment or transfer of unit, disposal of 2244
Handing over on transfer of officers 2243
How taken on charge 2239
Lost or missing, action 2241
Numbering, distribution and amending 2237
Precautions for safe custody 2245
Transmission of 2234
Unauthorised publication or use of 2238
Surplus, disposal of .. .. 2288, 2289, 2291(2)
Technical periodicals, provision of 3384
Textbooks, provision of 3383
To be kept:—
At units 2348
By officers and airmen 2352
Voyage, required for, embarkation officer to supply 962

Punishment(s):—
Apprentices and boy entrants, of, generally 1143
Assessment of character, effect on 2140
Assessment of character of airmen undergoing 2138
Associated detachments, lapse of powers of officers commanding .. 1140
Certificates of service, entry of awards on 2132
Commencement and limitation of sentences 1198
Conduct sheets, entry of awards on 2153, 2154
Conjoint, restrictions as to award of 1146
Court martial:—
Consequential, on conviction by 1289
Considerations for guidance in arriving at award 1280
Record for production to 1250
Regulation of, by confirming officer 1287
Detention, *q.v.*
Drill, instructions regarding .. .. 1147(7)
Drunkenness, for, rules 1152
Fleet Air Arm unit disembarked at R.A.F. station 128B
G.C. badges:—
Deprivation of, entry in certificate of service 2132
Effect on 1148, 1177, 1181
Illegal or excessive, remission or cancellation of 1150
Imprisonment, *q.v.*
Mitigation or commutation of sentence, procedure 1202
Mixed forces, in .. .. 125 to 128
Naval and military personnel serving at R.A.F. units, powers of .. 128A
N.C.Os., when may be awarded summarily to 1142
Offences punishable summarily 1129
Offences while under sentence, how dealt with .. .. 1147(11)(12), 1215(10)
On board ship, powers of 994, 1144
Penal servitude, execution of sentence 1193, 1194

Digitized by Google

Punishment(s)—*continued.* PARA., &c.

Summary:—
H.M. ships, of air forces in .. .. 1144(2), 1145
Of officers 1153
Power of:—
C.O. 1138
Officer commanding a detachment 1139
Subordinate commander 1141
Summary and minor, execution of, instructions 1147

Purchase of Discharge, *see* **"Discharge."**

Q.

Qualification Pay:—
General instructions 3454

Quarantine:—
Hound in, after importation, licence necessary 918
Nightly travelling allowance for officer in 3084

Quarterly Clothing Allowance:—
Active service, on return from .. .. 2583(12)
Addition of kit allowance to .. .. 2583(5)
Advance of, when made 2588
Apprentices' and boy entrants' garments outgrown before issue of, free replacement 2584
Balance of, for apprentices and boy entrants to be allowed to accrue 2587(4)
Cessation of 2584
Change of scale on change of station, deficient articles to be purchased from 2581
Change of station involving alteration in rate of 2585
Credits for sale of worn-out clothing 2589
Deductions for absence, imprisonment, &c. .. ..2583(2) (3)
Desertion, on rejoining from .. .. 2560(3)
Expenditure of 2587
Fraudulent enlistment, adjustment of 2559
Object and commencement of 2583
Promotion or reduction, alteration of rate 2586
Scales of 2583
To be credited in pay ledger 2801

Quartermaster, Hospital:—
Pack store, duties regarding 1597
Relief of, procedure .. .. 1600(4)

Quarters:—
Accommodation return 1795, 1809
Alterations to buildings, when may be made .. .. .. 1799(5), 1840
Applications for 1795
Civilian employees, for 1807
Electricity, supply of 1800
Exemption from occupation of:—
Entry on accommodation return 1795
When granted 1802
Family allowance, effect on, of occupancy 1805B
Furniture, &c., in:—
Depreciation and replacement of 1799
Scale of 1799
Gambling forbidden in 1094
Inspections:—
By medical officer 1485
Marching-in and marching-out 1849

Digitized by Google

Quarters—*continued.* PARA., &c.

Married (airmen):—
Allotment 1804
Allotment, exemption from 1805A
Occupation of, by married airmen ineligible for family allowance 1806
Provision 1804
Rent for 1805B
Retention of 1805
Married, buildings may not be hired for .. .. 1911(4)
N.C.Os. and aircraftmen ineligible for family allowance 1806
Not available, issue of lodging allowance 3258
Notifiable disease, occurrence in, to be reported .. .. .. 1799(8)
Occupation of, conditions 1799
Officers:—
Married, allocation of 1798
Residences and married quarters, provision of 1797
Scale of accommodation for 1796
Single, allotment of 1801
Plate, cutlery and linen not provided .. .. 1799(4)
Possession, procedure to obtain 1808
Rent for 1799
Sick, *see* "**Sick Quarters.**"
Warrant officers', provision of, and conditions 1803, 1804
Works services proposals affecting, C.O. to consult medical officer .. 1837

R.

Railway, *see also* "**Baggage,**" "**Conveyance of Material**":—
Accounts, settlement 2906
Cheap tickets, use of, when saving is effected 3046
Cloak room fees, gratuities, &c. 3067
Concession vouchers:—
Supply and custody 3058
Theft .. .. 3058(10)
Consignments in trucks and wagons 2460
Notice to railway companies 899
Rail journey:—
Advance arrangements 902
Classes of accommodation allowable 3052, 3061
General instructions 903
Officer, when to accompany party 898
Railway regulations, compliance with 901
Rapid transit of stores .. .. 2449(5A)
Special trains, provision of 900
Warrants:—
Conditions not covered by regulations .. .. 3058(4)
Conveyance of bodies of deceased officers, members of nursing service and airmen 3033
Cost of travelling at home on 3054
Custody in safes 2255
General instructions 3056
Issue to:—
Airmen on repayment 3060
Personnel, naval or military 3059
Personnel returning from duty with Navy or Army .. 3059
Relatives:—
Attending funerals 3034
Visiting airmen in hospital 3032
Journeys across London 3053
Payment of charges on 2906
Recruits .. .. 3014(4)
Responsibility of issuing officer .. .. 3010, 3058(4)
Supply and custody 3058
Theft .. .. 3058(10)

Digitized by Google

Rank(s):— PARA., &c.

Acting:—
- Officers in higher, pay issuable only with Air Council approval 3416
- Precedence of officers holding 117
- Service not reckonable towards officers' pay increments .. 3434(7)

Airmen acting in higher, when pay may be issued .. .. .. 496(2)
Airmen, of 481
Confirmation of (officers) .. .. 116(2), 327A
Definition for purposes of disability retired pay and gratuities .. 3609
Honorary, carries no executive command .. .. 111(11)
In other services, officers and airmen to be acquainted with.. .. .. 146(5)
On enlistment 472
Relative:—
- Of chaplains 113
- With consular service 133
- With other services 132

Relinquishment on re-employment in emergency 3644A
Reserve officers, of.. 119
Retention of:—
- By naval and military officers seconded to the R.A.F. 3646
- By officers of air rank in special cases 3645
- By officers resigning 3647
- By officers retiring 3644
- Withdrawal of permission for misconduct 3648
- Withdrawal of permission on enlistment 3649

Retired officers, resumption when recalled 121
R.N.A.S., R.F.C., and R.A.F., table of equivalent .. .. .. App. X
Seniority, relative, how determined 116
Temporary or honorary, service not reckonable towards officers' pay increments .. .. 3434(7)
Voluntary reversions of 505

Rates:—
- Hiring agreement including payment of, scrutiny of charges.. 1913
- Of exchange, notification for conversion of currency 2747, 2802
- Payment of 2913

Ration(s):—
- Accounting for .. .. 2667, 2863 to 2868
- Aircraft crews, additional and emergency issue 2662
- Airmen travelling on duty, arrangements regarding 2669
- Attachment of colonial, dominion and foreign officers, accounting procedure 2866
- Attachment to and from Army and Navy, accounting procedure 2865, 2867
- Condemnation of 2677
- Contractors, instructions regarding dealings with 2672
- Detention or prison, issue to airman on release from 2658
- Dopers, special meal for 2660
- Families of airmen abroad, entitlement to 2655
- In detention or prison, procedure 2675, 2868
- In hospital:—
  - For staff of 1594
  - Inspection of, by orderly officer 1623
  - Instructions generally 1593, 2673
  - Purchase of wines and spirits 2670
- In sick quarters 2674
- India, on voyages to and from, payment for 3123
- Inspections of, when made and by whom 822, 2677
- Issue of:—
  - Attendance of officer 822
  - On repayment 2684
  - Responsibility of equipment officer 2666
  - When inadmissible 2657
- Lost, deficient, or over-issued 2680
- Messing under special arrangements, limit of expenditure 2665
- Money allowance in lieu of 2659
- Night meal, when provided, and additional expenditure permitted .. 2661

Digitized by Google

Ration(s)—*continued.* PARA., &c.
On board ship:—
Ale and chocolate, issue of 1038
Scale and issue of 1037
On repayment, conditions regarding issue of 2664
Paint shops, special meal for workers in certain 2660
Pay ledger, how recorded in 2863
Persons entitled to 2655
Receipt of:—
Inspection by orderly officer 822, 2666
Responsibility of equipment officer 2666, 2677
Recruit, when entitled to 2655
Reserve supplies, procedure when authorised 2676
Responsibility of C.O. for .. .. 72(2)
Scales of, adherence to and deviation from 2656
Service transport, use of, for delivery of 1957
Special purchases 2671
Stocktaking 2668
Storage precautions 2678

Ration Allowance:—
Airmen:—
On discharge, when entitled to 3093
On release from detention, when entitled to 2658
Pay ledger entry 2801
Travelling on duty, procedure in regard to 2669
Commuted rations and cash equivalent allowances 2663, 2864
Higher and lower rates of 2659
Issue of, when rations cannot be provided 2659
Journeys, when issued for 3078
Officers:—
First payment, authority requisite 2659, 2782
How paid 2659, 2783
In H.M. ships, when not issuable 3097
Persons entitled to 2659
When inadmissible 2657

Rats:—
Extermination of 875

Rebate:—
Rates and how paid 1781

Receipt(s):—
Accountant officer's responsibility regarding 2724, 2744
Accountant officer to produce vouchers for all 2749
Cash book, method of entering in 2750
Civil aviation 2919
Note, use of, in payment of airmen on board H.M. ships 2851
Remittance, remitter to be handed 2888
When to be stamped 2762

Reclassification (of Aircraftmen):—
Authority for 485
Certificate of service, how recorded on .. .. 2132(14)
Definition .. .. Explanation of Terms
Educational qualifications for 510
Effective date of 486
For inefficiency or misconduct 504
Instructions, generally 483
Leading aircraftmen, to, examination 497A
Medical branch trade tests for 503
Qualifications for 484
Service police 509

Record of Kit:—
Preparation of 474

Record of Service (Officers):—
Generally 2334, 2335
Production before courts martial, instructions 1250

Digitized by Google

	PARA., &c.
Recoveries :—	
Officers, from, procedure	2787
Record of claims	2918
Responsibility for	2787, 2917
Recreation :—	
Apprentices and boy entrants, appointment of committee	1079(4)
Attributability of injuries sustained in	3612, 3711
Central Band, applications for attendance	2062(6)
Entertainments duty, conditions of exemption	873
Facilities for games	457
On board transports	1023
Places of, liable to barrack damage charges	1853
Recreational libraries	881
Travelling expenses incidental to, when granted	3031
Use of service transport	1956
Recruit(s) :—	
Apprentices, *q.v.*	
Clothing, necessaries and accoutrements, issue to	2528, 2536
Dental examination and entry on Form 48	1577
Drills before reclassification	484(1)
Educational examination before acceptance	468
Entry of:—	
Declaration of religious denomination	835
Documents to be prepared	474
Personal particulars requisite	467
Procedure for	471
Interrogatory form, preparation and disposal	1447, 2096
Leave on attestation	1394(1)
Medical branch, training, examination and posting of	1500
Medical examination of	1447
Pay ledger, opening of accounts for	2803
Rank on enlistment	472
Rations, entitlement to	2655
Rejection of, disposal of attestation paper	App. III
Service, periods for which accepted	469
Trade on enlistment	472
Trade tests	471
Travelling allowance and expenses	3014, 3094
Vaccination of	1416(3)
Recruiting :—	
Regulations, application of	466
Rewards for airmen:—	
Generally	475
Payment of	2912
Redress of Grievances	1081
Reduction :—	
Certificate of service, how recorded on	2132(14)
Clothing allowance, effect on	2586
Conviction by civil court, recommendation for reduction	1133(3)
Court martial award:—	
Forfeiture of G.C. badges	1131(3)
Position of accused pending promulgation	1295
Definition	Explanation of Terms
For misconduct or inefficiency, authority and procedure	504
Of N.C.O. for misconduct, entry on conduct sheet	2153(6)
Of N.C.O. or warrant officer, relief and reposting	593
Of warrant officer:—	
Disposal of warrant	2108
Service qualifying towards G.C. badges	1133
Uniform, effect on	2535
Re-employment of Retired Officers :—	
Committees, service on, remuneration for	3435
Non-compliance with order for recall, effect on pay	3542(3)

Digitized by Google

Re-employment of Retired Officers—*continued.* PARA., &c.
Rank of, on 3644A, 3645
Recall to service, terms of 3542
Retired pay, effect of re-employment on 3435A, 3546
Seniority of, on 121
Training of, in peace-time 3542A

Re-engagement, *see* "**Engagement.**"

Regiment, R.A.F.
Command, officers' powers of, when military and air forces acting together 126A

Registered Post:—
Collection and delivery, arrangements for 2218, 2219
Loss in 2222
Medals, &c. letters containing, to be sent by 274
Parcels, when to be sent by 2450
Re-direction or return, procedure 2220, 2221

Registry:—
System of central, to be adopted 2191

Regulations:—
Acquaintance with 1070
King's Regulations:—
Applicability of 1
Precautions in use of 2
Variation of effect 5
Participation in public discussion regarding regulations forbidden .. 1072(3)

Relief:—
Of accountant officer abroad, granted leave 1369
Of airman, when to be posted 592, 594, 602
Passage of, liability for 3110

Religion, *see* "**Divine Service and Religious Ministrations.**"

Remand:—
Of accused person, C.O. to consider release 1121
Of airman, daily entry of charge 1127

Remembrance Day:—
Mourning band, not worn at celebration of 193
Observance 147
Poppy, wearing of, on 186

Remission of Sentences:—
Alteration of airman's documents 2110
Apprentice or boy entrant defaulters, period allowed for good behaviour in minor punishment .. .. 1143(3)
Awarded by C.O. 1150
Awarded by court martial:—
Consequential penalties not affected 1291
Instructions to confirming officer 1287
Entry and notification of 1202
Illegal or excessive punishments 1287, 1290
Order for discharge, when necessary .. .. 1202(4)

Remittance(s):—
Accounting for 2888
Airmen in hospital 2884
Airmen serving in H.M. ships 2892
Forms:—
Disposal of 2890
Duplicate, when transmitted 2891
Preparation of 2889
Generally 2887

Remustering, *see* "**Mustering.**"

Digitized by Google

	PARA., &c.
Rent :—	
Compensation in respect of liability for	3263
Payments in respect of	1913, 2913
Repairs :—	
Aircraft, *see* **"Maintenance, Inspection and Testing of Aircraft."**	
Band property	2067(6)
Buildings:—	
Demands	1851
In air force hospitals	1598
Procedure	1853
Quarterly inspection by works officer	1850
Urgent demands	1855
Hiring, liability on termination of	1913
Marine craft	2026
Mechanical transport	1998
Office machines	2290
R.A.F. equipment	2415
Workshop machinery	1859
Reports :—	
Absentees or deserters, to Police Gazette	1158
Accidents when under naval discipline	1327
Active operations, rendering of, on	47B
Air forces disembarked *en route*	1026
Annual:—	
By air or other officer commanding	47, 49
By D.P.M.O. (Hygiene)	1472
Arrival at home of transport or freightship	954
Casualty, *see* **"Casualties."**	
Confidential, *q.v.*	
Families sent home from abroad	952, 953
Fire, *see* **"Fire(s)."**	
Guard, *q.v.*	
Losses of R.A.F. equipment to police	2419
Medical boards, of absentees from	1438
Medical, in connection with third party claims	1421
Notifiable diseases	1418
Officers:—	
Absence without leave	1385
Non-arrival on posting	330
Non-entitled, performing duty during passage	997
Summary punishment of	1153(6)
Under arrest	1113
Police, to be treated as confidential	2235
Riots, of, by A.O.C.	46
Service transport accidents	1975, 1978, 1979
Sick, *q.v.*	
Sick quarters, discharges from	1498
Technical, from units abroad	2426
Training exercises, on important	47A
Verbatim, preparation of, by shorthand writers	1255, 1317(4)
Warrant officers, annual, on	495A
Reproof :—	
Officers and warrant officers, of	1154
Reserve, R.A.F. :—	
Administration and command of	19
Airmen of the:—	
Certificates of service lost by, issue of statement of service	2134
Identity discs of, custody and re-issue	2104(4)
Improper or irregular re-enlistment of, how dealt with, on discovery of	1165

Digitized by Google

Reserve, R.A.F.—*continued.* PARA., &c.

Mobilized or rejoined:—
Certificate of service, disposal of 2136
Clothing allowance, commencement of .. .. .. 2583(9)
Conveyance of family not granted 3028
Drunkenness, previous cases disregarded in computing fines 1152(6)(*g*)
G.C. badges and pay of.. 1184
Medals, procedure regarding 268
Medical examination 1447
Retain original official numbers 2099
Travelling expenses 3015
Officers of the:—
Exercise of command by, when serving 117
Rejoining, conveyance for family 3029
Seniority of 119
Travelling expenses on rejoining or return 3014A
Transfer to:—
Airmen:—
Accounts, how closed 2810
Airmen sent home from abroad for, extension of service .. 611
Certificate of service, entry on.. .. .. 2132(8)
Character assessment, on .. .. 2138(1)
Clothing, &c., arrangements .. .. 2553 to 2557
Conveyance of baggage on, expense inadmissible 3131
Debtor balance, recovery of .. .. 2810(1)
Disposal of documents 2117
Disposal on returning from abroad for 951
Ex-apprentice airmen temporarily unfit 661A
Family allowance, cessation 3363
Free conveyance of family 3028
General conduct sheet destroyed .. .. 2154(6)
Gratuity for service payable 3691, 3692
Identity discs, disposal 2104
Instructions, generally .. .. 648 to 665
Leave prior to, period and conditions 1404
Medical examination prior to .. .. 1446(2*q*)
Notice of date when due 648A
Pilots, reports on flying ability of, prior to 648B
Plain clothing allowance 2553
Quarterly clothing allowance, cessation 2584
Retention of quarter by family 1805
Sick in hospital when due for, procedure 661
Trade proficiency assessment .. .. 2141(2)
Travelling expenses 3024
Officers:—
Applications for 3535
Approval of, action after 3537
Cessation of pay .. .. 3414(1)(2)
Compulsory, liability to .. .. 3538(3)
Effective date 3536
Gratuities on 3571
Pay and allowances, procedure 2785
Report on flying ability prior to .. .. 3535(6)

Resignation:—
Applications for, procedure 3535
Approval of, action after 3537
Cessation of pay on .. .. 3414(1)
Compulsory:—
Liability to 3538
While on probation, entitlement to passage home 3108
Effective date of 3536
Income tax commissioners to be notified 2952
Passage on, when granted 3108
Retention of rank on 3647
Undertaking not to enter foreign service .. .. 3535(5)

Digitized by Google

Restitution Orders :— PARA., &c.

Who may make, and when 1288

Retired List :—

Officers liable to recall to notify changes of address .. .. .. 3547(2)
Officers on, to report annually in writing .. .. 3547(1)
Removal from 3549

Retired Pay :—

Accountant branch, scale of 3566, 3567A
Age, minimum qualifying for retirement on 3534
Air officers, scale and conditions of 3563, 3564
Authority for issue 3835
Channel of payment, choice and change of 3837
Chaplains, scale of 3567
Civil or colonial employment, effect on .. .. 3834, App. XIII
Commutation of:—
  Conditions 3545
  Effect on grant to dependants 3763
Declaration necessary before issue of 3836
Dental branch 3565A
Directors of music, for 3569
Disability:—
  Applicability of regulations 3607
  Attributability of injuries sustained in games, gliding, etc. .. 3612
  Avoidable disability, effect on 3611
  Chaplains, scale of 3621, 3622
  Compensation from third party, effect on 3614
  Dental branch, non-permanent officers 3616, 3622
  Equipment and accountant branches, scale of 3620
  General duties branch, alternative scales of 3618
  Gratuity not payable in addition to 3618
  Medical and dental branches, alternative scales of 3619
  Nursing service, how paid 3940
  Officers commissioned from warrant rank in Royal Navy or Royal Naval Air Service .. .. 3632 to 3634
  Officers holding permanent commissions, calculation of 3615
  Officers holding temporary commissions, calculation of 3617
  Rank, definition of, as applied to 3609
  Service, definition of, as applied to 3610
  Short and medium service officers, calculation and scales of .. 3616, 3622
Dismissed officer ineligible for 3597
Equipment branch, scale of 3566, 3567A
For officers retained on temporary commissions to complete time for 3581, 3582
Foreign employment of officers on .. .. 3548, App. XIII
Forfeiture 4, 3546
General duties branch, scale of 3563, 3564, 3564A, 3565
Kitchener medical services scholarship, effect of, on 3550
Legal officers 3570
Medical branch, scale of 3563, 3564, 3564B, 3565
Misconduct, when retired for effect on 3596
Officer removed or called on to retire or resign, grant of 3595, 3596
Officers commissioned from warrant rank 3567A
Payment, mode of 3837
Recall for service, non-compliance with order, effect on .. .. 3542(3)
Right to, condition of 3544
Service:—
  How reckoned towards 3561
  Requisite qualifying period for retirement on 3559, 3560
Suspension or withholding of 3546
Travelling expenses on rejoining from 3013, 3014A
Unsuitability, when retired for 3595
Vested rights to 6

Retirement :—

Address, and changes of, duty of officers to report .. .. 3537(3), 3547(2)

Digitized by Google

Retirement—*continued.* PARA., &c.
Age for:—
Chaplains 3562A
Directors of music .. .. 3569(7)
Legal officers .. .. 3570(6)
Officers commissioned from warrant rank 3562B
Other officers .. .. 3534, 3559, 3564B to 3567, 3582
Variation in 3562
Aide-de-camp not exempt from retirement for non-employment .. 3541
Balance of pay due, procedure 2785
Cessation of pay on 3414
Civil employment, &c., after, conditions 3834
Claims against officer unsettled before, procedure 3537
Compulsory .. .. 3538, 3540(5)
Disability gratuity on:—
Applicability of regulations 3607
Avoidable disability, effect on 3611
Chaplains, amount of 3621
Compensation from third party, effect on 3614
Dental branch, non-permanent officers 3616
Equipment and accountant branches, amount of 3620
Games, gliding, etc., attributability of injuries sustained in .. 3612
General duties branch, amount of 3618
Medical and dental branches, amount of 3619
Officers holding permanent commissions 3615
Officers holding temporary commissions 3617
Rank, definition of, as applied to 3609
Retirement gratuity, not payable in addition to 3613
Service, definition of, as applied to 3610
Short service or medium service officers 3616
Effective date of 3536
For medical unfitness 3539
For misconduct 3538
For non-employment 3540, 3594
For unsuitability 3595
Gratuity:—
Acceptance of, dependants ineligible for grant 3613
Disability retired pay or gratuity, not payable in addition .. 3613
Officers:—
Commissioned from warrant rank, not payable to .. 3568(5)
Dismissed 3597
Foreign employment 3548
Holding permanent commissions 3538
Kitchener medical services scholarship, effect of, on .. 3550
Medium service officers 3573
Short service officers 3571
Retired for:—
Misconduct 3596
Non-employment 3594
Unsuitability 3595
Right to, conditional on satisfactory performance of duties 3544
Of interpreter, liability to refund 425
Officer proceeding abroad after, notification to Air Ministry .. 3547
Passages, *q.v.*
Public clothing withdrawn on .. .. 2570(3)
Recall for service:—
Liability 3542
Seniority on 121
Report by C.O. after approval of 3537
Retention in emergency, beyond date for 3543
Retention of rank on:—
By naval or military officers 3646
Generally 3644, 3645
Seconded officers 3540
Temporary commissions, of officers retained on, to complete time for retired pay 3581, 3582

Digitized by Google

Retirement—*continued.* PARA., &c.
Training of retired officers in peace-time 3542A
Travelling expenses, *see* "**Travelling.**"
Voluntary:—
Applications for 3535
Eligibility for, and when granted 3534

Retreat:—
Guard to turn out at 826

Returns:—
Accommodation (Form 410) 1795, 1809
Aircraft and engines 2431
Airman pilots on strength of, or attached to, unit 5060
Airmen due for discharge, &c., by Officer i/c Records 648A
Bed state 1612
Cash book, monthly copy on Form 882 or 883 2753
Civilian employees:—
Public accommodation occupied by .. .. 1807(3)
Quarterly strength returns 854
Discharge from sick quarters 1498
Disembarkation, table of 1054
Embarkation:—
Table of returns 948
To master of the ship 960
Governors of dominions, rendering of returns to .. .. .. 129(3)
Hospital charges for officers, monthly notification to Air Ministry .. 2788
Mechanical transport 2001
Morning sick report 1490
Officers on strength of, or attached to, unit 334
Pilot, of airmen recommended for training as 506
Postings and attachments abroad, weekly .. .. 333(5)
P.M.O., to be rendered by 1464
Re-appropriations of buildings, &c., half-yearly proposals .. .. 1832(3)
Recommendations for promotion of airmen .. .. .. 493(3), 495
Repairs to buildings, &c., demands for 1851, 1855
Shipments, of 2487, 2497
Temporary medical history envelopes issued 2172
Training (Form 408) 376, 394
Vaccination and inoculation 1416
Volunteers for service abroad, half-yearly 600
Weekly sick report.. .. .. 1496, 1613
Works services, annual estimate of expenditure 1823

Reveille:—
Guard to turn out 826
Hour for 829

Reversion:— ..
Certificate of service, how recorded on .. .. 2132(14)
Definition .. .. **Explanation of Terms**
Of acting N.C.O.:—
Condition of award of, by C.O. 1142
Recording of 496
Of warrant officer:—
Disposal of warrant 2108
Service qualifying towards G.C. badges 1183
Voluntary, when permitted, and authority for 505

Ribbons of Orders, Decorations and Medals:—
Length of 234
Wearing of 233

Rifle Association, R.A.F.:—
Competitor ineligible for allowances 3241

Riots:—
Reports by air or other officer commanding 46
R.A.F. to aid civil authorities in suppression of .. .. .. 847 to 849

Digitized by Google

	PARA., &c.
Roster :—	
Drafting, use of	589
Of airmen accepted for training who qualify for remustering	497(4)
Of bandsmen	2063
Of duties	820(7), 826
Promotion	493
Route(s) (Form 260) :—	
Billeting :—	
Charges for, when obtained on a	1902(4)
Under authority of	1896
Custody and issue of	3047
Deserter, escort for, use of	1164(2)
Disposal of	3051
Journeys by sea, issue of	933
Lost, memorandum to be furnished	3049
Officers empowered to issue	3048
Travelling expenses under, how claimed and paid	3153, 3160
Warrants issued in connection with	3050, 3058(7)
Routine Orders :—	
Daily, in India	866
Daily, publication of results of courts martial in	1296
Instructions, generally	865
Officers' movements to be announced in	338(1)
Royal Family :—	
Air aides-de-camp to the King	347
Equerries to, uniform to be worn by	206
Guards mounted over, salutes	154
Guards of honour, composition and provision of	153
Honorary chaplains to the King	349
Honorary surgeons and honorary physicians to the King	348
Honours by air forces to	141
Members of, inspecting a camp, instructions	143
Standards of, when flown	155
Royal Flying Corps, *see* **" Flying Corps, Royal."**	
Royal Marines, *see* **" Marines, Royal."**	
Royal Naval Air Service, *see* **" Naval Air Service, Royal."**	
Royal Navy, *see* **" Navy, Royal."**	
Royal Tournament, *see* **" Tournament, Royal."**	
Rubbish :—	
Sea journeys, throwing overboard near port forbidden	1046
Rules of the Air	750

S.

Safe(s) :—	
Keys :—	
Issue and custody of	2256
Loss of, procedure	2256
Responsibility of accountant officer	2743
Money and railway warrants kept in	2255
On board ship, use of, and custody of keys	988
Safety Belts :—	
Use of, regulations for	705

Digitized by Google

	PARA., &c.
Safety Regulations :—	
Air fighting, practice of, rules as to	718
Air gunnery and bomb dropping, regulations	774
Airworthiness, procedure for investigating and precautions	709
Ballast in aeroplanes, carrying of	703
First aid outfits for aircraft	713A
Petrol, carriage of	716A
Safety belts and harness attachments, use of	705, 705A
Starting up engines and airscrew swinging	715
Stowage of loose articles	704
Sale(s) :—	
In philanthropic institutes, restrictions	1761
In service institutes:—	
Of liquor, restrictions	1764, 1768
Of poisons and medicines	1771
Of tobaccos to persons under 16, prohibited	1772
Prices	1773
Of buildings, submission of proposals for	1841
Of by-products	1728, 1736
Of clothing	2552, 2589
Of R.A.F. equipment	2413
Of R.A.F. stores, restrictions	1091
Of waste paper	874
Pedlars and hawkers, &c., prohibited	1762
Salutes :—	
Air force	149
By parties	150
Camp, on inspection of, by member of Royal Family	143
Colonial governors	141, 144
Colours, uncased, to	146(1)
Foreign officers	145
Funerals, to	148
Guards, by	154
In boats	160
In special cases	144
National Anthem, when played	142
Naval and military officers, to	146
Officer commanding a party	150
Officer temporarily in command, to	144
On parade	141
Remembrance Day	147
R.A.F. ensign, to	156
Sentries, by	154
Warrant officer of R.N., to	146(4)
Warships, when boarding	146(2)
Salvage :—	
Aircraft, claims for	745
Civil aircraft by R.A.F., charges for	2045
Claims, settlement of	2914
Crashed aircraft in the sea, pilot to endeavour to effect	742(3)
Marine craft, claims for	2013
Torpedoes and targets, of	883
When to be rendered, and conditions	871
Salvation Army :—	
Participation of airmen in meetings and processions	210
Sanatorium :—	
Airman's dependants on admission into, reduction of pension to	3789, 3809
Treatment for officers and members of the nursing service	1527
Sanitation :—	
Annual report regarding	1473
Billets:—	
Provision of additional accommodation for	1900
Unsatisfactory, to be vacated	1901

Digitized by Google

Sanitation—*continued.* PARA., &c.
C.O., responsibility regarding 58
Defects in, how reported to air or other officer commanding .. 1852
D.P.M.O., duties regarding 1466
Drainage tests 1468
Hirings proposed, report on 1912
Incineration duties, duty pay for airmen engaged on .. .. 3455(1)(4)
Inspection, annual, by senior works officer relating to 1850
Liaison between P.M.O. and works staff 1458
Medical officer:—
Duties regarding 1485
To keep sanitary diary .. .. 1485(2)
On board ship:— ..
Inspection of sanitary arrangements 930
Responsibility of medical officer in charge 1004
Sanitary N.C.O., provision and duties of .. .. 986(5)
P.M.O., supervision by 1458
Relations between C.O. and medical officer regarding 1837
Rules for maintenance of, generally 1845
Sanitary detachment, duties of .. .. 1845(3), 1846
Sanitary personnel to be available at all stations 1469
Sanitary utensils, &c., damage to, partially chargeable to public .. 1853
Sewage effluents, examination of 1468
Station commander, responsibility for 58
Works or alterations liable to affect, C.O. to consult medical officer 1837

Savings, *see also* "**National Savings Association**":—
Post Office, deposit in 2839

Scarves:—
Restrictions as to wearing 187

Schoolmaster (s):—
Airman employed as, duty pay for 3455
Education, arrangements generally 433

Scotland:—
Civil tribunal, action before, for desertion or fraudulent enlistment, special procedure in 1166
Legal advice, where obtained in 1100

Sea Transport Officer:—
Definition .. .. Explanation of Terms
On board ship, functions of .. .. 993(7)

Seaplane(s), *see also* "**Aircraft**":—
Ballast 703
Definition .. .. Explanation of Terms
Landed away from station, pilot's responsibility .. .. .. 731(3)
Lights to be carried by .. .. App. XXVI
Manœuvring on the water, to conform to Regulations for the Prevention of Collisions at Sea .. .. App. XXVI (49)
Personnel, when to be left on board .. .. 731(2)
Starting up, precautions 715
To give way to airships and balloons .. .. App. XXVI (22)

Searching:—
Of airman, officer to be present during 827

Seconded:—
Officers, when to be 345

Seconded Officers:—
Cessation of full pay for .. .. 3414(4) to (6)
Employed outside R.A.F., not to assume command 122

Digitized by Google

Seconded Officers—*continued.* PARA., &c.
Flying badge not to be worn by, on naval or marine uniform .. 198(4)
From Army or Royal Marines, promotion in parent service, rules for 363
From Navy or Army:—
Air force rank, when retainable on retirement 3646
Allowances applicable to 3240
Commissioning of 324, 327
Rates of pay for 3417
Medical officers in recognised civil appointments 326
Of one service to another, position of 127
Passages for relief of, defrayal of cost 3036
Permanent commissions for, when granted and conditions 327
Promotion of, vacation of appointment 346
Retirement of, instructions 3540
Service of, when counted towards:—
Increase of pay .. .. 3434(12)
Retired pay 3560
Uniform of 199

Secondment, Attachment and Lending of Personnel:—
Of one service to another, provisions for .. .. .. 127 to 128A
Naval personnel in air force training units 128A
Naval personnel in Fleet Air Arm units at R.A.F. stations 128B
Ships, H.M., air force personnel embarked in 128

Secret Documents, *see also* **"Publications and Books":—**
Generally .. .. 2233 to 2245

Sedition:—
Incitement to, notice regarding periodical reading of 1101
Preached in church, action .. .. 836(6)

Self-Inflicted Injuries:—
Report of 2312

Senior Medical Officer (S.M.O.):—
Duties of 1476

Seniority, *see also* **"Precedence" and "Rank":—**
Auxiliary Air Force officers 120
Forfeiture of:—
Involving reduction of pay, procedure .. .. 1153(7)
Limitation as summary punishment .. .. 1153(5)
Period not reckonable towards increase of pay .. .. .. 3434(11)
Position pending promulgation of sentence .. .. .. 1295(2)
Promotion of pilot officers, effect on 352
Officers holding acting rank 117
Quarters, of officers to govern choice of 1798, 1801
Relative, of officers, how determined 116
Reserve officers 119
Retired officers re-employed as officers or commissioned in Reserve of Air Force Officers, Volunteer Reserve or Auxiliary Air Force .. 121
Volunteer Reserve officers 120

Sentences, *see* **"Court Martial," "Punishments," &c.**

Sentries:—
Compliments to be paid by 154
Court martial charges against, application of Air Force Act 1265
Number of, to be kept at minimum .. .. 826(1)
On board ship:—
Arrangements for, by O.C. R.A.F. on embarkation 960
At intermediate ports 1025
Disembarkation, to be posted before 1047
Duties of 1005
Fire, action on discovery by 1006

Digitized by Google

Sentries—*continued.* PARA., &c.
On board ship—*continued.*
Provision and posting of 986
Visiting of, by officer of the guard and N.C.O. 1003
Tour of duty, period of .. .. 826(18)
Visiting of .. .. 826(5)

Separation:—
Effect on family allowance 3365
From family, period of, effect on priority of occupation of married quarters 1804

Servant, *see* "**Batmen**" and "**Civilian Servants.**"

Servant Allowance:—
Claims for 3242
Object, rates and conditions of issue .. .. 3302 to 3304

Service (Airmen), *see also* "**Engagement**":—
Abroad, records to be kept by Officer i/c Records 2103
Continuance in:—
After normal period, addition to pension for 3675
Competent authority to approve 614
How recorded on certificate of service .. .. 2132(6)
Procedure for effecting 615
When permitted, and conditions 613
Extension of, by airman pilots, period required .. .. .. 506(2)
Forfeited, record on certificate of service .. .. 2132(17)
Forfeiture of, *see* "**Forfeiture.**"
Former, penalty for withholding particulars of, on enlistment .. 467(5)
G.C. badges, periods requisite for award of, and how counted 1177 to 1180
Gratuity for, *see* "**Gratuity.**"
Orders relating to conditions of, to be read and explained .. .. 60(2)
Pension for, see "**Pensions.**"
Periods for which recruits may enlist 469
Pilots, record of 2105A
Progressive pay:—
Counting of service towards 3449
Periods not counting towards 3450
Record of, how kept 2097
Re-engagement, *see* "**Engagement.**"
Reservist irregularly re-enlisting, how reckoned 618
Restoration of:—
Forfeited in Navy or Army 617
Forfeited towards engagement 616

Service Conduct Sheet, *see* "**Conduct Sheets.**"

Service (Officers):—
Disability retired pay, in assessment of, definition 3610
Effect on scales of half-pay 3506
Medical branch officers, reckonable towards promotion of 355
Pay increments, counting of, towards 3434
Pensions to widows, requisite period of 3767
Promotion of medical quartermasters, requisite periods for 358
Recall for further, liability of retired officers 3542
Record of, instructions 2334, 2335
Retired pay, reckoning of service, qualifying for 3561
Retirement gratuity, period requisite to qualify for 3568
Retirement on retired pay, qualifying for 3559, 3560

Service Police, *see* "**Police.**"

Service Transport, *see also* "**Mechanical Transport**" and "**Marine Craft**":—
Definition of 1950

Digitized by Google

Sewage, *see also* "**Sanitation**":— PARA., &c.
Disposal plant, responsibility for operation and maintenance .. 1859(5)
Effluents, examination of 1468

Ship(s), *see also* "**Transports**":—
Air force personnel in H.M.:—
Command and discipline of 128
Confinement in cell, forfeiture of pay during 3470
Documents to accompany airmen on posting 2116
Hard-lying money, conditions of issue 3459
Investigation of losses when naval personnel involved .. 1333
Leave, officers in aircraft carriers 1371
Payment of .. .. 2847 to 2853
Punishments:—
Entry in conduct sheet .. .. 2153(6)
Power of awarding 1144, 1145
Remittances, how made 2892
Travelling expenses and allowances 3011
Cross-channel or coastwise, sleeping berths, when admissible .. 3067
Cross-channel routes, selection of 905
Dock and harbour dues, rates and payment of 2504
Hired:—
Inspection of 930
Responsibility for safety of, when used for mooring purposes .. 1848
H.M.:—
Air photographs of, publication forbidden 856
Equipment temporarily embarked in, instructions 2397
G.C. badges, C.O. may deprive airman taking passage in .. 1181(7)
Infectious diseases on home-bound 1028
Salvage of 871
Time to be used for purposes of communication to 864

Ship(s), on Board:—
Accounts, procedure on change of O.C. troops or unit 1021
Airmen to be accommodated together 961
Ale and chocolate, issue on payment 1038
Ammunition, custody of 963
Arrest, employment on working parties of men under 1022
Arrival, report of 976
Baggage, *q.v.*
Baggage rooms, inspection of 970
Bands, playing of 987
Bedding and mess utensils, issue of 984, 1045
Boat party, provision and duties of 986
Boat stations, reading of orders concerning 931
Bugle calls and signals 1017
Cabins:—
Allotment of 910
Separate or reserved, when granted 3107A
Canteens 1039
Cell doors, how fastened when in pilotage waters 1022
Change of O.C. troops and of unit, procedure 1021
Classes of accommodation assigned to government passengers 3052, 3107A
Coaling, &c., employment of air forces on 1001
Collision alarm, action 1007
Command and discipline 993, 994
Complaints, how dealt with 1040
Cooks' and bakers' assistants, provision of 986
Court martial warrant, provision of 941
Daily routine, table of 1016
Decks:—
Appropriation of 1012
Sleeping on, hours 1013
Detention, airmen under 975, 1212, 1213
Discipline and powers of command and punishment 993, 994, 1144

Digitized by Google

Ship(s), on Board—*continued.* PARA., &c.
Disembarkation, *q.v.*
Disinfection, when carried out 1024
Documents, &c., for use, responsibility for providing 962
Dogs, conveyance of 917, 918
Draft conducting officers, selection and duties of 934
Drafts, officers to be placed in charge of sections 961
Embarkation, *q.v.*
Families, effect on family allowance 3369
Fire:—
Action 1006, 1007
Precautions against 1011
Provision of fire and collision parties 986
Stations, reading of orders concerning 931
Guards, provision of 986
Hammock stowers, provision of 986
Inspection:—
Daily 1000
Of baggage rooms 970
Of fittings, accommodation, &c. 930
Procedure during 931, 1000
Reports to be rendered 930, 943
Intermediate port, arrival at, instructions 1025
Lights, when permitted 1010, 1011
Liquors, restrictions 982
Losses, reporting of and settlement of claims 1019, 1020
Medals and decorations, custody of 270, 988
Medical officer, duties of 1004
Messes, telling off, and stowage of sea kitbags, &c. 980
Messing:—
Charges, daily rates 3124
Officers to sign messing certificates.. 1035
N.C.Os. for duty, provision of 999
Officer of the day, duties of 1002
Officer of the guard, duties of 1003
Officers:—
Messing charges, daily rates 3124
Non-entitled, selection of, for duty.. 997
Not to converse with crew on duty 1009
Not to go on the bridge without permission 1009
Number required for duty 996
On half or retired pay, not available for duty 993
To provide themselves with sufficient cash 1036
To report on completion of tour of duty 998
Orderlies, provision of 986
Parades 985, 1015
Payment of officers and airmen 2779, 2835
Physical exercise, arrangements for 1014
Police, provision of 986
Punishment, powers of awarding 994, 1144, 1145
Rations or ration allowance not issuable, when subsisted at public expense .. .. 2857(*c*)
Safe, use of, and custody of keys 988
Saloon hours 1010
Sanitary N.C.O., provision and duties of 986
Sentries, rules of 1005
Sick, disinfection of clothing, bedding, &c. 1024
Smoking, when permitted 1011
Staff, provision and composition of 935
Stores, mustering of 1019
Troop-deck N.C.Os., duties of 1008
Troop decks, how cleaned 1018
Uniform and plain clothes, wearing of 995
Victualling and rations, scales of, &c. 1037
Visitors at embarkation, when permitted 964

Digitized by Google

	PARA., &c.
Ship(s), on Board—*continued.*	
Water supply	1027
Women's quarters, airmen to enter for cleaning purposes only	1012
Working parties, provision of	986
Shoemaker's Shop:—	
Sealed patterns not to be deviated from	184
Shorthand Writers:—	
Professional, remuneration	857
Verbatim reports, preparation by	1255, 1317(4)
Sick, The:—	
Chaplains, attendance on, by	98(7), 833
Diet and medical comforts for	1512, 1593
On board ship:—	
Bedding for hospital use	984(6)
Custody of valuables, &c.	1004
Disinfection of clothing, bedding, &c.	1024
Parade of, daily	1480
Reports of	1480, 1496, 1613
Sending to hospital	1480, 1604
Wines and spirits, purchase of, for	2670
Sick Leave, *see* **"Leave."**	
Sick Quarters:—	
Airmen attending, exclusion from institute	1766(2)
Beds in, number provided	1585
Charges to pay of airman admitted to	1545
Daily sick parade to be held at	1480
Discharges from, report, &c.	1498
Functions of	1585
Inspection of, by works officer, medical officer to attend	1850
Officers' civilian servants, attendance at	1520
Patients remaining in, yearly report	1498(3)
Rations in, procedure	2674
Records kept in	1495
Sickness in, period of, how calculated	1589
Transfer from, to civil hospital	1604(7)
Warrant officers, admission to	1529
Sick Report:—	
Morning, rendering of	1480
On board ship, to be furnished to O.C. troops	1004
Weekly rendering of	1464, 1496, 1613
Signalling:—	
Visual, officers of general duties branch and airman pilots to be efficient in	768(2)
Visual, training of airmen in, instructions generally	387
Signals:—	
Aircraft	754, App. XXVI
On board ship	1017
Time to be used in	864
Sites:—	
For new buildings, responsibility of Directorate of Works	1820
Selection of, consideration of proposals	1833
Skin Grafting:—	
Annotation of volunteer's certificate of service and granting of sick leave	2132(19)
Sleeping Accommodation:—	
Apprentices and boy entrants, arrangements for	1079(2)
Buildings containing equipment or valuable stores, when may be used for	1869(3)
For fire party	1875

Digitized by Google

	PARA., &c.
Sleeping Berths :—	
Cost of, when admissible as travelling expenses	3067
Small-Pox :—	
Action by medical officer on diagnosis of	1418(7)
Occurring in airman's family, admission to hospital	1533, 1537
Vaccination against	1416
Smoking :—	
Aircraft, in	1093(4)
Airmen under sentence, not permitted	1216(9)
Apprentices and boy entrants, by	1093(2)
In hospital, arrangement for supply of tobacco, &c., to patients	1615
In institutes, persons under 16, not permitted	1772
M.T. driver, not permitted when on duty with his vehicle	1093
On board ship, restrictions	1011
On duty, forbidden	1093
Soldier Personnel :—	
Pay accounts, when attached to R.A.F.	2988
Solicitor, *see also* **" Legal Assistance and Proceedings " :—**	
When may be employed and procedure:—	1100
Space Allowance :—	
For billets in large buildings	1898(4)
In air force hospital wards	1602
In barracks and guard rooms	1844
Specialist Officers :—	
Responsibility of, to C.Os. defined	89
Selection for instruction as, methods of:—	
Advanced courses	375B
General duties officers (permanent)	374
General duties officers (short service)	375
Specialists :—	
Employment of	1516(1), 1552
Specialization :—	
General duties branch, officers of	374, 375, 375B
Symbols indicating	383
Spectacles :—	
Airmen, for, provision and replacement of	1665A
Goggles, *q.v.*	
Spirit(s) :—	
Barrack rooms, introduction into, forbidden	1095
Institutes, may not be sold in	1768
On board ship, not to be taken or received	982
Sick, for use of the, purchase of	2670
Sport, *see* **" Recreation."**	
Sports Clubs :—	
Issue of clothing or necessaries to, forbidden	2563
Staff Appointments	112A
Staff College, The :—	
Instructions generally	379
Stamps, *see* **" Post."**	
Standing Orders, *see* **" Orders."**	

Digitized by Google

	PARA., &c.
Station (s) :—	
Admission to, instructions	853, 853A
Airmen changing, to be medically inspected	1417
Change of:—	
Abroad, families sent home on, list	952
Passage for families on, entitlement to	3112
Quarterly clothing allowance, procedure	2585
Command of	52 to 73, 111, 112
C.O. of, instructions for, generally	52 to 73
Daily duties at	820
Dogs and horses not to be allowed to run loose at	1845(6)
Dogs, cats, etc., movement of, from	876
Duty flight, detailment of	894A
Education, &c., at, arrangements for	434
Funds, supervision by C.O.	70, 71
Inspection of, by medical officer	1485(2)
Institute committee, composition and functions of	1758(3)
Libraries, *see* **"Library."**	
Medical officers of, duties	1477 to 1490
Orders, promulgation of, responsibility of C.O.	60, 61
Plant, responsibility for maintenance and operations of	1859
Rats, extermination at	875
Shops, other than institutes, not permitted within	1762
Use of, by civil pilots, *see* **"Civil Aviation."**	
Voluntary bands at	2060, 2065
Wardens and civilian barrack officers	2390
Station Commander :—	
Responsibilities of	52 to 73
Station Engineer Officer :—	
Responsibility of	90
Stationery :—	
Economy in use of	2282, 2283
Local orders for	2286
On board ship, embarkation of, and accounting for, responsibility	962
Supply of	2284
Surplus, disposal of	2288
Voyage, required for, embarkation officer to supply	962
Steam Rollers :—	
Responsibility for maintenance of	1859
Steamship Companies :—	
Notification to, of accommodation required, &c.	899
Sticks :—	
Carrying of	190
Stocktaking :—	
Responsibility of C.O.	72(8), 2416
R.A.F. equipment	2416
Supplies	2668
Stoppage(s) :—	
Allotment, of airmen's	2879(6)(7)
Awarded by court martial, recovery from pay	3465
Band property, for loss of or damage to	2068
Barrack damages	1853
Clothing, equipment, &c., lost on desertion, when charged	1269, 2560
Cross-check of	2886
Damage by fire the result of neglect	1882
Damage, for	1151

Digitized by Google

Stoppage(s)—*continued.* PARA., &c.
Family allowance:—
Airmen occupying married quarters 1805B
Stoppage of, liability if wife left destitute 3366
Fines 3464
Fines imposed by civil court, to meet 2820
Fraudulent enlistment, for obtaining free kit by 1268
Loss of arms, accoutrements, public or personal clothing or necessaries 2542
Losses, &c., ...1020, 1151
Lost articles subsequently recovered, refund .. .. 2420(5)
Maintenance 3467
Medal gratuities, liability to stoppage .. .. 311(3), 313
Pensioner obtaining poor relief, deductions from pension .. 3678 (3) (4)
Restitution orders 1288
R.A.F. equipment, lost or damaged 2420
Summary award of, option to elect trial by court martial .. 1128 (6), 1132
Washing and repairing of underclothing, for 2547

Store(s) (Generally) *see also* **"Equipment R.A.F."**:—
Accounting and keeping 2385, 2389, 2552
Aeroplanes, private, no free issues for duty journeys in 801
Buildings, precautions against fire 1869, 1870
Civilian barrack officers and station wardens 2390
Conveyance of:—
Generally .. .. 2445 to 2506
On change of station 3136
Damage to, write-off of .. .. App. VI (1A)
Demands for, how made 2391
Dental, *q.v.*
Embarkation of, responsibility for 932
Foodstuffs, instructions as to unit stores for 2678
Garments in, medals to be removed from 269
Inflammable, precautions 1869, 1870
Medical, *q.v.*
On board ship:—
Accounting for 932
Change of O.C. troops or of unit, procedure regarding 1021
Claims for losses, etc., settlement of 1020
Lost or damaged, reports 1019
Mustering of 1019
Preservation of, responsibility of C.O. 2422
Prevention of theft of, precautions 827
Purchase or sale of, restrictions 1091
Rapid rail transit of .. .. 2449(5A)
Unit stores:—
Conveyance of, on change of station 3136
Responsibility of C.O. 72
Works stores, responsibility for provision of 1820

Store Accounts:—
Aircraft carriers, on board 2396
Centralisation of 2389
Dental, responsibility for .. .. 1561(4)
Detailed regulations for, where found 2385
Medical and dental 1643
Responsibility for 2388
Unit, what to be kept 2388

Strength:—
Institute manager to be notified of, weekly .. .. 1766(10)
Non-effective officers, how borne 339, 340
Officers undergoing courses, how borne 344
Return of officers on 334
Unit, of .. .. Explanation of Terms

Digitized by Google

Subordinate Commander :— PARA., &c.
Definition .. .. **Explanation of Terms**
Investigation and disposal of charges by .. .. .. 1126 to 1132
Summary powers of 1141

Subscriptions :—
For testimonials, etc., when forbidden 1083

Suicide or Attempted Suicide :—
Court of inquiry and notification to local coroner .. .. .. 1325(2)(8)

Summary of Evidence, *see* **" Evidence."**

Summary Powers :—
Associated detachments, lapse of 1140
Of C.Os. 1138
Of officer commanding detachment 1139
Of subordinate commander 1141

Summary Punishment(s), *see also* **" Punishments " :—**
Apprentices and boy entrants, special provisions 1143
Execution of 1147
Generally .. .. 1138 to 1153
H.M. ships, air forces embarked in, procedure, etc. 1144, 1145
Minor punishments, when may be awarded conjointly with .. 1146
N.C.Os., when liable to 1142
Of officers and warrant officers 1153
On board ship 1144

Summary Trial :—
Absence without leave, of airmen 1133
Advisory capacity of legal officers as regards .. .. 102(2)(c)
Apprentices and boy entrants, of 1143
Charges, entry of 1127
Delay to be avoided in bringing forward for 1120
Drunkenness 1152
G.C. badges, effect to be considered in award 1148
Offences punishable summarily 1129
Officers and warrant officers, of 1153
Patients in hospital, of 1131
Procedure preparatory to 1128
Remand, release from arrest to be considered 1121
Rules generally for 1126

Sunday :—
Divine service, airmen under sentence to attend 1216
Observance of 59, 834
Sentence of detention expiring on, when released 1204

Supernumerary :—
Airmen, when may be posted as 595
Officers, when posted to No. 1 R.A.F. Depôt 336, 339, 344

Supplies Depôts :—
Accounting for supplies 2695
Applicability of regulations 2690
Customs and excise 2700
General equipment and stores 2699
Local sales 2697
Organisation of 2691
Stocks, provision and maintenance 2693
Stocktaking 2698
Supplies :—
Inspection of 2696
Issue of 2694
Storage of 2692
Transportation 2701

Digitized by Google

Surgical Appliances, *see* "**Artificial Appliances.**" PARA., &c.

Swahili, *see* "**Foreign Languages.**"

Swimming :—
Instruction in 458
Instruction in life saving 458A
Medical examination before receiving instruction in 1443, 1446

Symbols :—
Use of, to denote qualifications of officers 383

Syriac, *see* "**Foreign Languages.**"

T.

Tailor's Shop :—
Sealed patterns, tailors not to deviate from 184

Target :—
Reward for recovery 883

Technical Information :—
Communication of, outside the service, sanction requisite .. .. 1072(4)

Technical Periodicals :—
Provision of 3384

Telegrams :—
Addressing of 2200
Expenditure on, how accounted for 2909
Movements of aircraft, mode of reporting by 732
Payment for 2201, 2903
Sea transport of personnel and equipment, co-ordination of, for .. 897(11)
Use of, instructions generally 2200

Telegraphic Address :—
Registration of 2202

Telephone :—
Accounts, payment of 2204
Calls and messages, log of 2203
Civil pilots, use by 2047
Expenditure on, accounting for 2909
Facilities, applications for additional 2203
Operator, duty pay for 3455
Priority facilities 2203
Superfluous circuits and instruments, disposal of 2203

Testimonials :—
Air Ministry, not to be forwarded with applications to 1084
Forbidden 1083

Theft, *see also* "**Losses**" :—
Indemnification for losses by, when admissible 2633
Medical or dental stores, of, action 1644
Of office machine, how dealt with .. .. 2290(13)
Offence of, how tried 1263
Prevention of, action by C.O. 827
Punishment suitable for 1281
Railway warrants, &c. .. .. 3058(10)
R.A.F. equipment and foodstuffs 1332
Service transport, precautions against 1961, 1991

Digitized by Google

Third Party Compensation :— PARA., &c.
Action to be taken after casualties involving 2328
Claims for, settlement of 2914
Damage caused by aircraft involving 744
Effect on disability retired pay or gratuity 3614
Effect on pension or gratuity 3706, 3751
Medical reports or examinations in connection with claims 1421
Service transport accidents involving 1979, 2013

Time :—
Systems to be adopted 864

Toasts :—
Health of the King 1699

Tobacco, *see also* **" Smoking " :—**
Airmen under sentence not permitted to use .. .. 1216(9)
Not to be sold in institutes to persons under 16 1772
Patients in hospital, supply of 1615

Tolls and Dues :—
Exemption from 908
Payment of 2453

Tonnage :—
Applications for shipping space, how recorded on 2476
Bills of lading, insertion on, instructions 2484
Of explosives, how calculated .. .. 2485(4)

Torpedoes :—
Loss of, court of inquiry into 1331
Recovered, report on .. .. 1331(3)
Recovered, reward 883
Torpedoman, duty pay for 3455

Tour of Duty :—
Airmen, duration of 590
Officers, duration of, abroad 342
On board ship, officer to report on completion of 998

Tournament, The Royal :—
Competitors ineligible for allowances 3241
Special vouchers for conveyance to, issue of 3057

Towed Target Operator :—
Fitness, standard of 1454B

Trade, *see also* **" Civil Employment " :—**
Civilian, recorded on attestation paper .. .. 467(6)
Engagement in, restrictions 1096

Trade(s), R.A.F. :—
Air gunners, letters to be added to .. .. 507(5)
Apprentices, mustering or remustering to 437
Certificate of service, entry on 2132
Examinations, documents and records of 501
Groups of, nomenclature and pay 482
Inefficiency in, reduction and remustering for 504
Misemployment of airmen forbidden 598
Obsolete .. .. App. XV
On enlistment 472, 482
Physical training instructors 460
Promotion of airmen in certain, recommendations and procedure .. 493
Recording of 482
Recruit found unsuitable for, procedure .. .. 472(4)
Training in, arrangements for 472
Transferred or declared obsolete .. .. App. XV
Unfitness for, medical examination and report .. .. 1446(2)(g)

Digitized by Google

Trade Index Card (Form 678) :— PARA., &c.
General instructions 2105
Included in service documents 2098

Trade Proficiency :—
Assessment of:—
Instructions for 2141, 2142
On miscellaneous record sheet, instructions 2106
Corporal, promotion to, standard required for 489
Impaired:—
Medical examination and report .. .. 1446(2)(*g*)
Reduction and remustering, &c. 504
Records of assessment of, notification to Officer i/c Records .. 2097
Sergeant, promotion to, standard required for 490

Trade Test(s)
Abroad 499
Central Trade Test Board, composition and duties 498
Conduct of 502
Failure in:—
Of apprentice .. .. 487(5)
On entry .. .. 472(4), 474(4)
Local board 500
Musicians, by Officer i/c R.A.F. Central Band 2063
Reclassification of aircraftmen, qualification for 484
Recruits 471, 472
Remustering, of airmen on 497
Sergeants, acting, when to be trade tested 494

Training, *see also* "**Course(s) of Instruction**" :—
Air gunners, of 508
Air or other officer commanding, responsibility regarding 36
Airman pilots, selection for, &c. 506
Courses:—
Disposal of airmen after 596
Records of 395
Dental branch, duties of Training Officer 1500
Flying, C.O. to encourage practice 66
Group commander, responsibility regarding 51
Medical branch:—
Airmen 1618
Duties of training officer 1500
Musketry 397
Of officers, generally .. .. 374 to 382
Physical training, *q.v.*
Qualified pilots, training in other types of aircraft 804
Removal of airmen from, procedure 393
Reports on important exercises 47A
Reserve officers attending, uniform to be worn by .. .. .. 207(2)
Reserve, periods of training not reckoning towards G.C. badges .. 1184(3)
Retired officers in peace-time, of 3542A
Returns (Form 408) 376, 394
Service police, of 509

Training Officer, Medical Branch :—
Duties of 1500

Transfer, *see also* "**Posting**" :—
Of allotment, notification of .. .. 2879(4), 2880(5)
Of hired premises, duties of incoming officer 1921
Of office machines between units, Air Ministry sanction .. .. 2290(12)
Of officer's pay and allowances 2784
Of R.A.F. equipment between flights or sections 2405
To reserve, *see* "**Reserve, R.A.F.**"
To R.A.F.:—
Allocation of official numbers 2099
Former service:—
When to count towards service gratuity 3693
When to count towards service pension 3673

Digitized by Google

Transfer List :— PARA., &c.
For airmen:—
Advance of clothing allowance, notification on 2588
Date to which rations, &c., are issued to be stated on .. .. 2669(2)
Preparation and use of 2804
Transferred to reserve, noting of debtor balance .. .. .. 2810(1)
For officers:—
On change of channel of payment 2775
Preparation and use of 2784
Temporarily at home for pay purposes .. .. 2776(7), 2781(14)
Income tax assessments, &c., forwarded with 2951
On board ship, use of, in payment of airmen 2835
Payment of airmen before receipt of .. .. 2831(3)
To accompany pay ledger.. 2812
To accompany pay list 2786

Transports, *see also* **"Ships," &c.** :—
Air and military forces conveyed together 126, 127
Allotments of shipping space 2478
Arrival of, at home, report to Air Ministry 954
Baggage excluded from, certificate 972
Civilian labour for loading or unloading 2489
Classes of accommodation for passengers in 3107A
Command of forces on board 993, 994
Definition .. .. Explanation of Terms
Disembarkation, *q.v.*
Diversion on medical grounds 1029
Embarkation, *q.v.*
Hired, copy of receipted bill of lading required by Air Ministry .. 2493(16)
Infectious diseases on home-bound ships, notification of 1028
Material not to be carried by 2479
O.C. R.A.F., selection of 934
Responsibility for movements by 896
Sports fund on 1023
Staff of, provision and composition of 935
Stores issued for use in, report of loss or damage 1019
Unloading, delay to be avoided 2488
Water supply 1027

Travelling :—
Air attaché's expenses .. .. 3326(2)
Claims:—
Advances 3149
Instead of passage 3120
Journeys by air 3151
Authority for journey 3159
Baggage, method of adjustment of claims for conveyance .. 3161
Civil aviation, meteorological and experimental and research services 3158
Civilian witnesses, *q.v.*
Instructions to accountant officer 2905
Officers attached or seconded to R.A.F. 3036, 3156
Payment of:—
Abroad 3154
Home 3150
Temporarily attached officers and airmen 3152
Temporary duty abroad 3154
To and from abroad 3153
Routes, expenditure under 3160
Special missions 3155
Expenses and allowances:—
Accommodation, rail and coastwise 3052, 3061
Aircraft, privately-owned, when used on duty journey 801
Airmen:—
Acquittal by civil court on criminal charge 3040

Digitized by Google

Travelling—*continued.* PARA., &c.
Expenses and allowances—*continued.*
Airmen—*continued.*
Arrested:—
Charges for 3092
On suspicion 3030
Conveyance between lodgings or official quarters and place of duty 3012, 3012A
Deserters, charges for 3030
Disabled, fitting of artificial appliances 3019
Discharge 3024, 3093
Exceptional expenses .. .. 3011(3)
Family:—
Cheap travelling facilities 3055
Conveyance of, at home 3028, 3096
Definition 3028
Travelling allowance 3096
Forced landing 3089
H.M. ships, serving on .. .. 3011(2)
Hospital or convalescent home, on admission to 3018
Leave 3023
Cheap travelling facilities 3055
Recall from, for temporary duty .. .. 3023(*b*)
Sick .. .. 3018(4)
Medical:—
Board .. .. 3018(2)
Re-examination (post-war disability) 3025
Moving with air forces 3078, 3084
Rations when travelling on duty 2669
Recruits .. .. 3014(4), 3094
Relatives attending funeral of deceased .. .. 3033 to 3035
Reserve:—
Rejoining from 3015
Transfer to .. .. 3024, 3131(4)
Special allowance covering travelling 3091
Travelling allowance, rates 3080
Travelling allowance to mess 3091
Witnesses at civil courts 3029
Bicycle allowance 3068
Boys, discharged .. .. 3024(3)
Cabs .. .. 3066, 3159(3)
Cadets, taking up first appointment in commissioned rank .. 3013(*b*)
Chaplains .. .. 3090(5)
Chaplains, officiating 3014B
Civilian witnesses, *q.v.*
Cloak-room fees 3067
Court of inquiry .. .. 3038, 3171(3)
Deserters and absentees 3030
Distance limit 3086
Economy in journeys 3010
Gratuities 3067
Medical treatment, in connection with non-entitled 3041
Motor vehicles, privately-owned, use on duty journeys .. 3069 to 3071
Nursing service:—
Conveyance of bodies of deceased members 3033
Entitlement to travelling expenses and allowances .. 3039
Officers:—
Active list, on leaving .. .. 3013(*d*)
Appointment under colonial government .. .. .. 3013(*f*)
Attending medical board .. .. 3018(2)(3)
Civil air transport, use of by 904
Consolidated rates of pay, effect of, on allowances 3088
Conveyance between lodgings or official quarters and place of duty 3012, 3012A
Courses of instruction 3020

Digitized by Google

Travelling—*continued.* PARA., &c.
Expenses and allowances—*continued.*
Officers—*continued.*
Deceased, relatives attending funerals .. .. **3033 to 3035**
Disabled, fitting of artificial appliances **3019**
Draft duties **3022**
Examination, attendance at **426, 3013**
Exchange or posting .. .. **3013(*j*)**
Family, when entitled to free conveyance **3027, 3112, 3113**
First appointment .. .. **3013(*b*), 3014(1)(2)(3)**
Forced landing **3089**
Half-pay:—
Attending committees, &c., special provisions **3425**
Proceeding on .. .. **3013(*d*)**
Rejoining from .. .. **3014A, 3108(2)**
H.M. ships, serving in **3011**
Hospital or convalescent home, on admission to **3013**
Inadmissible, when **3013**
Indian rates of pay **3088**
Inspection duty .. .. **3090(5)**
Investiture, levee, &c. .. .. **3013(*e*)**
Leave:—
Cheap travelling facilities **3055**
Expenses in connection with **3021, 3022**
Recall from .. .. **3021(2)(3)**
Sick .. .. **3013(4)(5)**
Mess, allowance to, when travelling on duty **3091**
Passages, liability in connection with **3013A**
Proceeding abroad **3017**
Promoted from ranks .. .. **3014(3)**
Quarantined .. .. **3084(2)(*b*)**
Reporting from abroad:—
Awaiting orders .. .. **3087(1)**
To Air Ministry .. .. **3013(*g*), 3087(2)**
Reserve, rejoining from **3014A**
Retired, rejoining **3014A**
Seconded **3036, 3156**
Serving on committees .. .. **3013(*k*)**
Short service, attending examination for selection for permanent commissions .. .. **3013(*o*)**
Sleeping berth, home and abroad **3067**
Special allowance covering travelling .. .. .. **3013(*a*), 3088**
Transfer to new station **3016, 3021**
Travelling allowance rates **3080**
Witnesses at civil courts **3029**
Porterage **3067**
Recreational:—
Association meetings **3031**
Facilities **3031**
Sports **3031**
Travelling allowance:—
Abroad **3095**
Local allowances, definition **3079**
On board H.M. ships **3097**
Rates:—
Daily **3086**
General **3080**
Nightly **3082, 3084, 3085**
Service accommodation, rules as to utilisation of **3090**
When issuable **3078**
When not admissible **3081**
General
Abroad **3061**
Aeroplanes, privately-owned, when used on duty journeys .. **801**
Conditions not covered by regulations .. .. **3011(3)**

Digitized by Google

Travelling—*continued.* PARA., &c.
General—*continued.*
Mode of conveyance 3010, 3046
Public conveyance, use of 1952
Railway warrants issued in connection with Navy and Army .. 3059
Refreshment on long journeys 1058
Routes, general regulations .. .. 3047 to 3051, 3160
Royal Tournament 3057
Sons, over-age .. .. 3027(1B)

Trial:—
Accused to be brought to, without delay 1120
Airmen in prison or detention, attendance at 1211
By court martial, option of .. .. 1128(6), 1132, 1153(4)
Courts martial, *q.v.*
Desertion or fraudulent enlistment, dispensation from 1168
Exemption from, under Section 161, Air Force Act .. .. .. 1128(1)
Of airman by civil power, instructions 1133
Of apprentices and boy entrants, court martial undesirable .. 1143
Remand of accused person, C.O. to consider release from arrest .. 1121
Summary trial, *q.v.*

Troop Decks:—
Appropriation of decks 1012
Troop-deck N.C.Os., duties of 1008
When and how cleaned 1002, 1018, 1048

Trooping Season:—
Normal period of 913

Trumpet(s), *see also* "**Bugles**":—
Calls, instructions generally 2075
Honours and salutes, participation in 141
Reveille and Last Post, sounding of 828
Supply of 2074

Trumpeters:—
Duty pay 3455

Tuberculosis:—
Prevention and detection of .. .. 1452, 1460(5)
Sanatorium treatment for officers and members of the nursing service 1527

Typewriters:—
Supply, use, and repair of 2290
Surplus, disposal of 2288

Typhoid Fever, *see also* "**Notifiable Diseases**":—
Advantages of inoculation against, to be explained 1416

U.

Unemployment Insurance, *see* "**Insurance.**"

Uniform, *see also* "**Clothing**":—
Airmen:—
After discharge or transfer to the reserve, wearing of 209
Armlets worn by service police 192
Bandsmen .. .. 2062(7)
Change on promotion or reduction 2535
Combination suits, wearing of .. .. 2528(6)
Greatcoats, manner of wearing 204
Head-dress, removal of 205
Holding acting rank .. .. 2535(3)
Irregularities to be reported 196

Digitized by Google

Uniform—*continued.* PARA., &c.

Airmen—*continued.*

Leave:—

Abroad, uniform not to be taken on 1402

Arms and accoutrements not to be taken on 195

N.C.Os. in hospital to wear chevrons 1607

Participation in Salvation Army meetings and processions, wearing of 210

Badges, *q.v.*

Canes and sticks, carrying of 190

Dresses, occasions on which to be worn .. .. 216 to 218

Emblems and ornaments, wearing of 186

Mourning, how and when worn with 193

Officers:—

Equerries 206

Income tax abatement in respect of 2949

Leave:—

From abroad 201

Shore leave at intermediate ports 1025

Outfit allowance 3336, 3338

Provision of kit on entry, and maintenance of 185

Reserve, retired and ex-officers 207

Seconded and re-seconded officers 199

Under arrest .. .. 1111(3)

Orders, decorations and medals, manner of wearing .. .. .. 228 to 238

Scarves and fur collars not to be worn with 187

Sealed patterns, deviations from forbidden 184

Watch chains and trinkets forbidden with 188

Wearing of:—

At fancy dress balls, forbidden 194

In foreign countries and ports 202

On board ship 995

On duty 203

Unit(s):—

Attachment of officers to 328, 329

Books, accounts and documents to be kept by 2348

Change of station:—

Airmen under detention to be re-committed .. .. .. 1201(7)

Conveyance of stores and baggage 3136

Disposal of maps and charts 2269

Disposal of secret and confidential publications 2244

Hired premises, duties of incoming officer regarding 1921

Marching-in and marching-out inspections 1849

Medical inspection on 1417

Recovery of inadmissible conveyance charges 2907

Closing down, procedure regarding cash account .. .. 71(1)(*e*), 2756

Command of 52, 111, 112

Daily duties at 820

Definition .. .. Explanation of Terms

Disbandment of:—

Airmen's pay ledger to be forwarded .. .. 2800(5)

Disposal of correspondence, records, &c. .. .. .. 2199(6), 2350

Disposal of maps and charts 2270

Disposal of secret and confidential publications 2244

Equipment, accounting for 2388

Funds, supervision of, by C.O. 70, 71

Inspection of:—

Airmen's documents to be examined at .. .. 2111(3)

By air or other officer commanding, when to be made 48

Reports of 49

Institute committee, composition and functions of .. .. .. 1758(2)

Moving to different command, copy of inspection report to be sent .. 49(5)

Non-effective officers in, disposal 339, 340

Officers at, record to be kept 2335

Digitized by Google

Unit(s)—*continued.* PARA., &c
Officers joining to report to C.O... 330
Officers undergoing courses, posting and attachment 344
Physical training in:—
C.O. to detail officer to have charge of 459
Daily classes 457
Posting of officers to 328, 329
Quartered away from its station, command 115
Returning home, airmen illegally absent, action 2101
Strength of .. .. Explanation of Terms
Technical reports from, abroad 2426
Temporary, religious ministrations at .. .. 98(5)

United Services Trustee:—
Instructions regarding 872

University:—
Candidates:—
Antedate of appointments of 325
Commencement of full pay 3413
Grant of commissions to 324
Courses:—
Advanced 375B
Eligibility of officers for 375B
Officers undergoing, discipline of 1087
Senior officer at, appointment and responsibility of 1087
Subjects and where held 375B
Travelling expenses for attendance at 3020

Unsound Mind, *see* **"Insanity."**

V.

Vaccination:—
Advantages of, to be explained .. .. 1416(1)
Before proceeding abroad, necessary protection of drafts .. .. 1416(8)
Families before embarkation, certificate regarding 937
Medical history envelopes, entry on .. .. 1416(6)
Medical officer, duties in regard to 1416, 1489
Recruits, of .. .. 1416(3)
Refusal of .. .. 1416(2)
Returns relating to .. .. 1416(7)
Sick quarters, use of, for 1585

Valuables:—
Loss of private, indemnification not granted 2638
Of patients in air force hospitals .. .. 1597(2)
Of the sick on board ship, custody of .. .. 1004(2)
On board ship, safe for custody of 988

Vehicles, *see also* **"Mechanical Transport":—**
Private motor, use of, on public service .. .. .. 3069 to 3071
Private, storage, repairing and parking of 1964
Service M.T., definition of 1950
Use of, for civil aviation, charges and conditions 2046

Venereal Disease:—
Concealment of, how dealt with 1102
Lectures on, to be given by medical officer 1490
Order regarding, to be brought to the notice of all recruits and periodically read out 1102
Treatment, further, on discharge or transfer to reserve .. .. 648(8)
Warnings to drafts before embarkation 938

Digitized by Google

PARA., &c.

Ventilation :—
Hospital pack store, responsibility of quartermaster .. .. .. 1597(5)
Medical officer to report defective 1485
Rations stores, of 2678
Windows of barrack rooms to be opened .. .. 1845(1)

Viceroy :—
Compliments by guards and sentries 154
Guards of honour for 153
Honours and salutes to be given to 141

Victoria Cross, The :—
Airmen, pension for 308
Award of 241
Forfeiture and restoration of decoration and annuity .. .. 292, 308(4)
Income tax, annuities subject to 2949
Officers, grant of annuity to .. .. 308(1)
Pension for disability, addition when in possession of 3720
Pension for service, addition when in possession of 3677

Victualling, *see also* **" Rations " :—**
Scale on board ship 1037

Victualling Houses :—
Liability of keepers of, to furnish billets 1895

Visitors :—
At air force hospitals 1621
At embarkation in transports, permission necessary 964
To stations, instructions generally 853, 853A

Visits :—
Official, exchange of 152
To stations, instructions 853, 853A

Volunteer Reserve (R.A.F.V.R.) :—
Airmen, ranking, seniority, command and precedence .. .. 123(8)
Officers, ranking, seniority, command, and precedence 120

Vouchers :—
Attachments advice lists, use as 2806
Baggage, to support claim for conveyance expenses 3161
Cash book, sent with 2753
Charges against airmen, responsibility as to receipt of .. .. 2816(2)
Debit and credit, instructions regarding 2749
Officers' pay, supporting, rendered with cash account .. .. 2776(5)
Pay ledger, accompanying .. .. 2812, 2816(2)
Pay list, to accompany 2786
R.A.F. equipment, to be passed to accountant officer after clearance 2388(3)
Travelling claims, to support 3095, 3159

Voyage, *see* **" Passages."**

W.

Wages List (Form 1603) :—
Use of, in payment of civilians 2978

War :—
Medals and clasps, *see* **" Medals."**
Officer abroad, participation in warlike expeditions forbidden .. 1374

Warder of the Tower :—
Applications for appointment as 880

Warrant(s) :—
Court martial, on board ship, provision of 941
Disposal of warrant officer's, on reduction or reversion 2108
Railway, *q.v.*

Digitized by Google

Warrant Officer(s) :— PARA., &c.
Accountant officer, delegation of duties .. .. 2722(4A)
Air force hospital, of, duties of 1624
Arrest, when to be placed under 1115
Brothers and sisters of deceased, allowances for 3795
Children of deceased, compassionate allowances for 3794
Classes of accommodation for, by rail or sea 3052, 3061, 3107A
Clothing and necessaries, retention of, in hospital .. .. .. 1597(9)
Commissions, grant of, to .. .. 324(2)
Committee of adjustment, as member of .. .. 2603(2)
Court of inquiry, as member of 1311
District court martial, not to be tried by .. .. 1231(2)
Drunkenness, charged with, how dealt with .. .. 1152(1)
Field allowances for .. .. 3289 to 3291
Medical treatment of 1529
Number, official, when not used 2099
Orderly officer's duties, performance of, by .. .. 820(4)
Parents of deceased, allowances for 3795
Pensions of, mode of payment 3850
Precedence of 123
Promotion to:—
How made 491, 495
Medical branch, qualifications for 492
To be relieved on 594
Quarters for 1803, 1804
Rank of 481
Reduced or reverted:—
Disposal of warrants 2108
Position as regards G.C. badges 1183
Relative rank with other services 132
Remustering of, Air Council authority necessary .. .. .. 497(6)
Reports, annual, on 495A
Reversion of, voluntary 505
Routine correspondence, signature by .. .. 2195(5)
Salutes to, commissioned R.N. .. .. 146(4)
Service as, counting towards retired pay 3560
Specialist, responsibilities of 89
Travelling expenses and allowances, *see* "**Travelling.**"
Widows of, pensions, &c., for:—
Method of payment 3850
Rates and conditions .. .. 3785 to 3795
Witness at pay parade .. .. 2830(4)

Waste Paper :—
Disposal of 874

Water :—
Analysis and tests 1468
Consumption of, instructions to C.O. 1856
Fire practices, when may be used for 1877
Fittings, unauthorised alteration of, liability 1840
Flushing systems, C.O. to ensure economy in operation of 1857
Hiring agreement including provision of, scrutiny of charges .. 1913
Medical officer, duties regarding supply of 1487
Services, responsibility for 1820, 1859
Supply in service institutes, liability for cost .. .. .. 1756(7)
Supply on board ship 1027
Tanks, periodical cleaning of .. .. 1845(2)

Weather :—
Motor boats, effect on carrying capacity of 2029
Reports:—
Duty pilot to have .. .. 823(5)
Mode of rendering 728

Weighing Appliances :—
Testing of 2430

Digitized by Google

Weight(s), *see also* **"Tonnage"**:— PARA., &c.
Calculation of, for insertion on bills of lading, &c. 2475, 2476
M.T. vehicles, to be painted on 2005
Of baggage:—
Computation of 3132
Entry on carrier's note 3133
Railway and steamship companies, to be given to 899

Weights and Measures:
In service institutes, inspection of 1769

Wharfage:—
Bills for, payment of 2907

Wharves:—
Responsibility for safety of 1848

White Flag:—
Offence of displaying, how tried 1262

Widows, Grants and Pensions to:—
Children:—
Compassionate allowances for 3772, 3794, 3812
Education allowances for 3773
Family allowance, continuance of payments to 3360
Grants to
Applications for and procedure 3745
Applications for, delay in, when withheld 3748
Cannot be claimed as a right 3744
Compensation from third party, effect on 3751
Date of commencement of 3752
Discontinuance of, when incurred 3747
Living apart from husband at time of death, when made .. 3746
Misconduct or inefficiency, retirement or discharge due to, effect on 3771, 3793
Misconduct or negligence, death due to, effect on 3749
Payment of, by Paymaster General or Air Ministry 3838, 3850
Poor relief or admission to sanatorium, &c., obtaining, repayment from 3789, 3809
Re-marriage, effect on 3770, 3792, 3811
Withheld, position of children 3788
Gratuity for officers', rates and conditions 3764, 3769
Pension for officers':—
Applicability of regulations 3762
Commutation of retired pay, effect on 3763
Gratuity in addition to, rates and conditions 3769
Misconduct or incapacity, officer retired on account of, reduction of 3771
Nature of 3764
Ordinary, scale of and conditions of grant 3766, 3767
Rank, definition of, as applied to 3765
Special, rates and conditions 3768
Pension for warrant officers':—
General provisions apply 3786
Maltese airmen 3785
Ordinary, rates and conditions 3790
Rank, rule as to 3787
Special, rates and conditions 3791
Pension for widows of airmen of the rank of warrant officer, 2nd class, and below:—
Circumstances of death govern grant 3807
General provisions apply 3806
Maltese airmen 3805
Scale and conditions 3810

Wills:—
To be forwarded to Air Ministry, or report rendered if not found .. 2604(12)

Digitized by Google

Wind Direction Indicator :— PARA., &c.

Duty pilot responsible for correctness of .. .. 823(5)
How and when flown .. .. 751(4)

Windows :—

Breakages in service Institutes, responsibility for replacement .. 1780
Cleaning, who to carry out 1861
Opening of, for ventilation .. .. 1845(1)

Wine(s) :—

Barrack rooms, introduction into, forbidden 1095
Communion, expenditure on, reimbursement of 837
Officers' mess:—
Account of 1679
Bill for, limitation of 1697
Sale or exchange of 1697
Stock of, in 1686
On board ship, not to be taken or received 982
Sergeants' mess, how obtained for 1719
Sick quarters and hospitals, purchase of 2670

Wireless Telegraphy :—

Buildings and rooms, admission to .. .. 853(11)
Cross-country and oversea flights, use of, during 726
Imprest for messages from transport 1023A
Movements of aircraft, mode of reporting by 732
Office, secret and confidential publications, custody .. .. 2240(1A)
Plant, supply, operation and maintenance of, distribution of responsibility 1860
Signals by, to be supplied to duty pilot .. .. 823(5)(*k*)
Time to be used in connection with 864

Witnesses :—

Absentees before embarkation of draft, provision of 940
Civil courts, at, travelling expenses, &c. 3029
Civilian, *see* "**Civilian Witnesses**"
Courts martial, attendance at, applications for 1242
Courts of inquiry:—
Attendance at, applications for 1315
When to be sworn 1312
Expenses of, when required or provided by other services 3037
Pay parades, attendance and duties at 2830
Private lawsuits, in 1103
Undergoing detention or imprisonment, procedure for removal for attendance of 1211

Working Parties :—

Airman pilots, extent of exemption from .. .. 506(7)
Employment of defaulters on .. .. 1147(7), 1215(7)
For Works Directorate, employment of 1847
On board ship, provision of 986
Window cleaning, when carried out by 1861

Works Directorate :—

Buildings occupied by staff of, responsibility as regards fire risk .. 1873(3)
Organisation and functions of directorate 1820
Organisation and responsibilities outside Air Ministry 1821

Works Officers :—

Accommodation record, preparation by 1829
Flying by, as passengers .. .. 798(1)
Functions of 1822
Inspections by 1849, 1850
Inventories of fittings, &c., preparation by 1838

Digitized by Google

Works Officers—*continued.* PARA., &c.
New proposals, C.O. to consult 1837
Plans, to supply C.O. with .. .. 1856(3)
Sale or demolition of buildings, submission of proposals by 1841
Sick quarters inspected by, attendance of medical officer 1850
Sites for buildings, selection of, and preparation of plans by .. 1833

Works Services, *see also* "**Buildings**":—
Air or other officer commanding, duties regarding 37
Contracts, responsibility of Works Directorate 1820
Detailed regulations for, where found *1819*
D.P.M.O. (Hygiene), co-operation with 1466
Employment of air force personnel on 1847
Estimates of expenditure on, annual preparation of 1823
Funds for, allocation of 1824
P.M.O., co-operation with 1458, 1459
Station commander, responsibility for 54

Write-off:—
Aero-engines, airframes and equipment 2411
Consignments, of trivial discrepancies in .. .. App. VI(7)
Debtor balance, of, by air or other officer commanding .. .. 2810(3)
Foodstuffs 1332, 2680
Journey by air, of advance made to meet expenses on 3151
Medical stores 1646
M.T. vehicle and marine craft 2414
Powers of A.Os.C., &c. .. .. App. VI
R.A.F. equipment 1332, 2420
Records and returns of losses .. .. App. VI

Y.

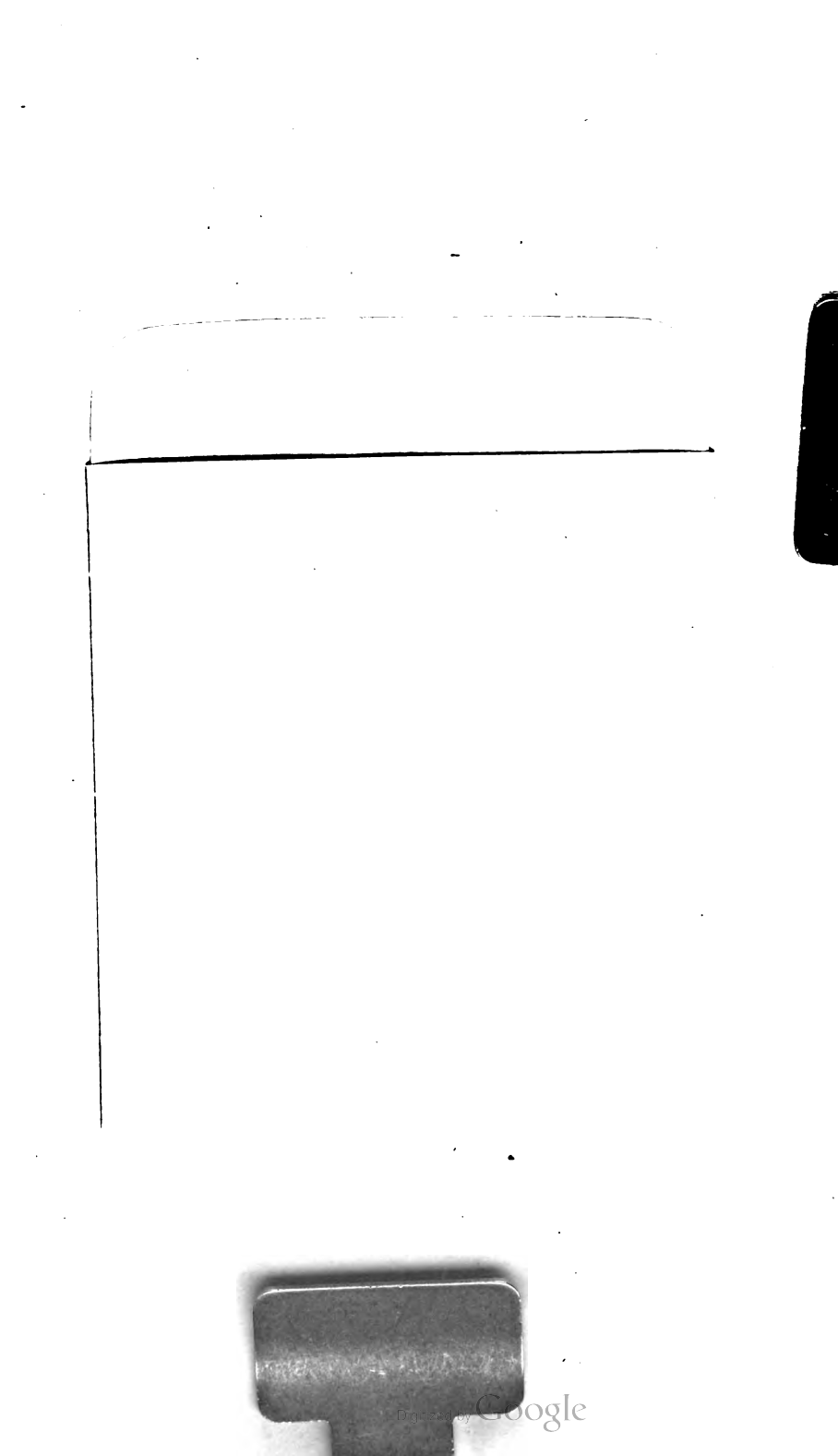
Yeoman of the Guard:—
Qualifications for, and applications for, appointment 879

(4712.) Wt. 3042. 12/44. P. & S. Ltd. 1/449/0. S.O. Code No. 22-52-0-44°

Digitized by Google

Digitized by Google

Digitized by Google


Digitized by Google

UNIVERSITY OF MINNESOTA
wils 1944
358.4 G798
Great Britain. Air Ministry.
The King's regulations and Air Council i
3 1951 002 487 799 L

MINITEX
Minnesota Library Access Center
9ZAR03D16S17TOE

Digitized by Google